

OneDrive Overview

Access O365 Online Apps

- Word Online
- Excel Online
- PowerPoint Online

Distribute Data

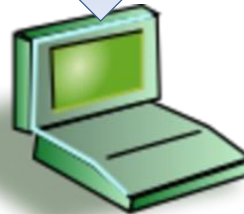
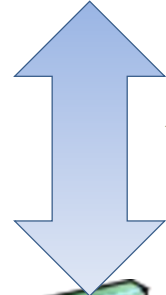
- Sharing
- Download
- NO need for VPN

OneDrive

Gateway to Collaboration

Consolidate Data

- 'C', 'U', 'T' drives
- Other lettered drives
- Data on shared drives



On the desktop
'OneDrive for Business'

OneDrive Cloud and OneDrive for Business are regularly synchronizing

OneDrive is a cloud based mass storage facility for staff specific data. Items found in desktop 'C' and server based 'U' and 'T' drives are what should be placed in OneDrive

General:

OneDrive is actually two products, One element is in the cloud (OneDrive cloud), and the other element (OneDrive for Business), is on your desktop. They work with each other to help to manage the user experience while keeping all the data synchronized.

It provides a great deal of storage (1 TB) which can be shared and accessed from basically anywhere. (*although OneDrive online is only accessible if one has Internet connectivity*) .

When you place or update a file in either OneDrive cloud or OneDrive for Business the data will be synchronized with the other automatically

Accessing OneDrive:

Online:

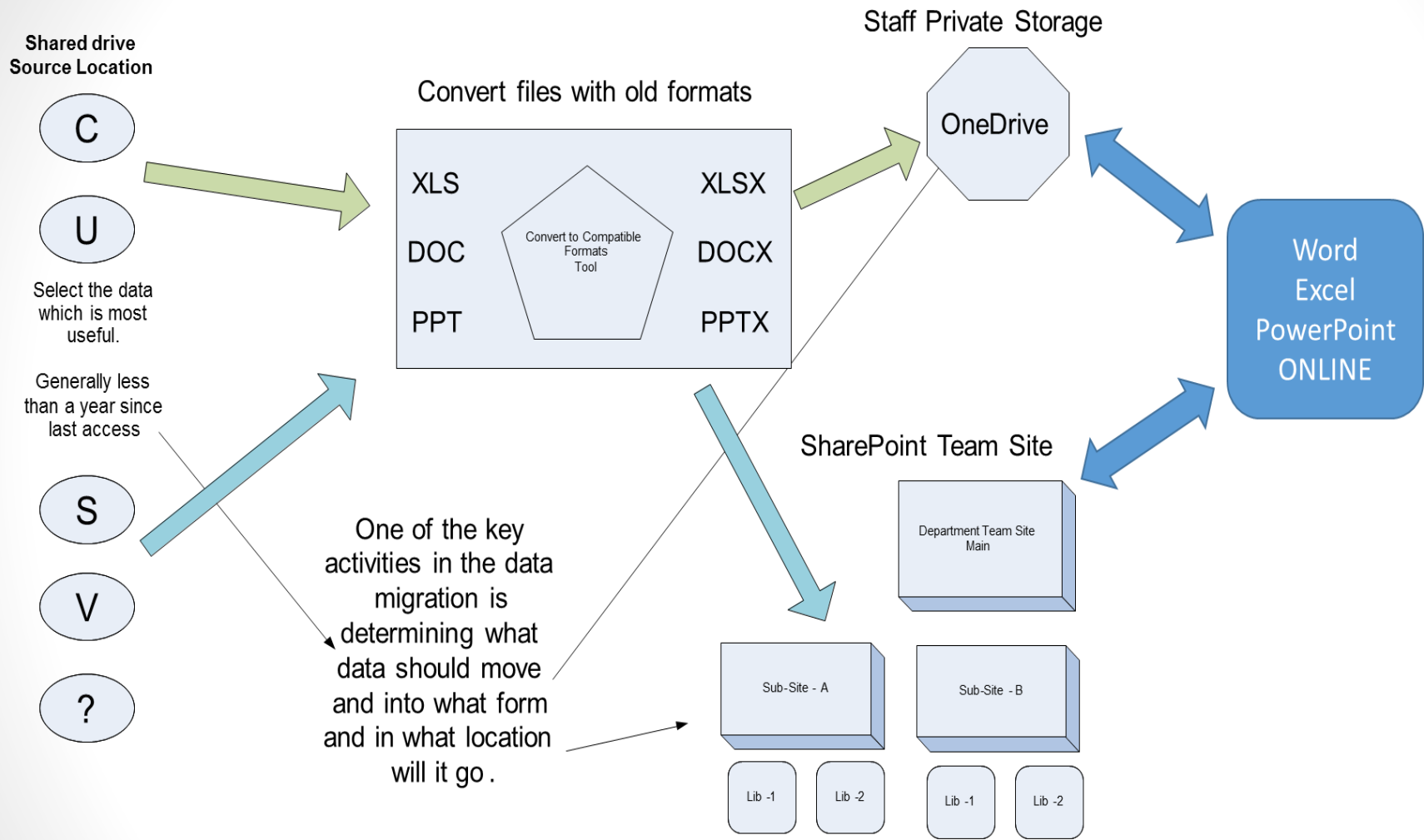


Use desktop Icon to launch Office 365
OneDrive online is accessible from there

Desktop: (OneDrive for Business)



Accessed from the desktop
like a file folder



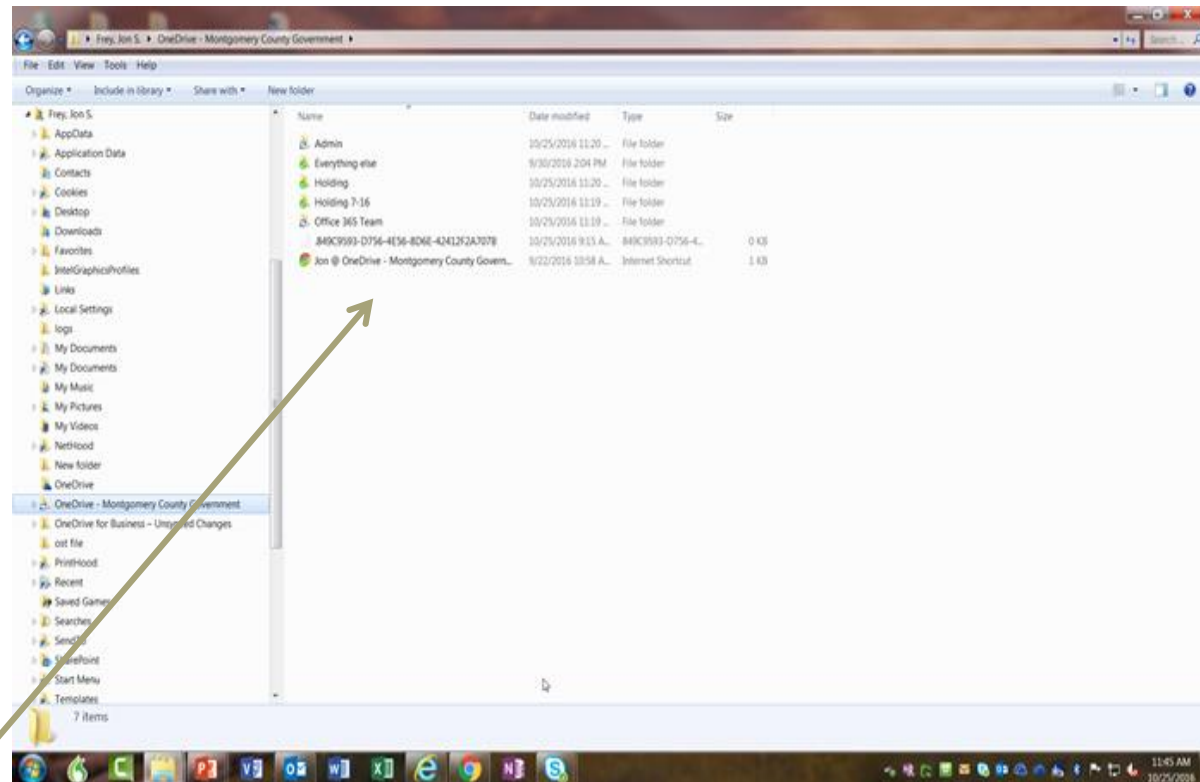
Migrating data from current locations into Office 365 depends on the use of the data. Also older 3 character file extensions need to be converted to the 4 character versions

OneDrive for Business

Use desktop icon to launch OneDrive for Business



It opens the OneDrive for Business folder



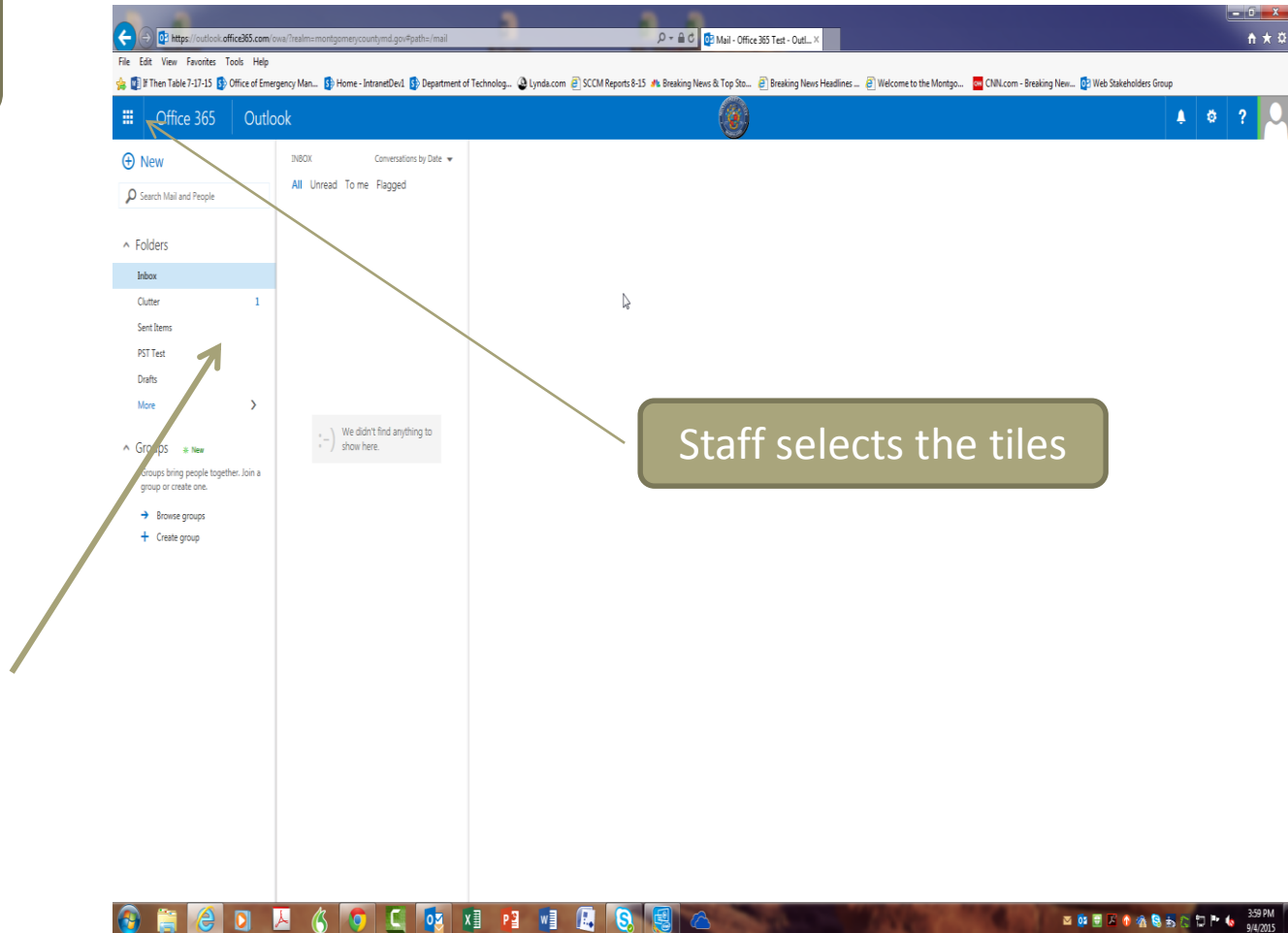
Note: When you drag files from the desktop into OneDrive for Business they are moved and not copied and syncing will begin with OneDrive online

OneDrive Cloud

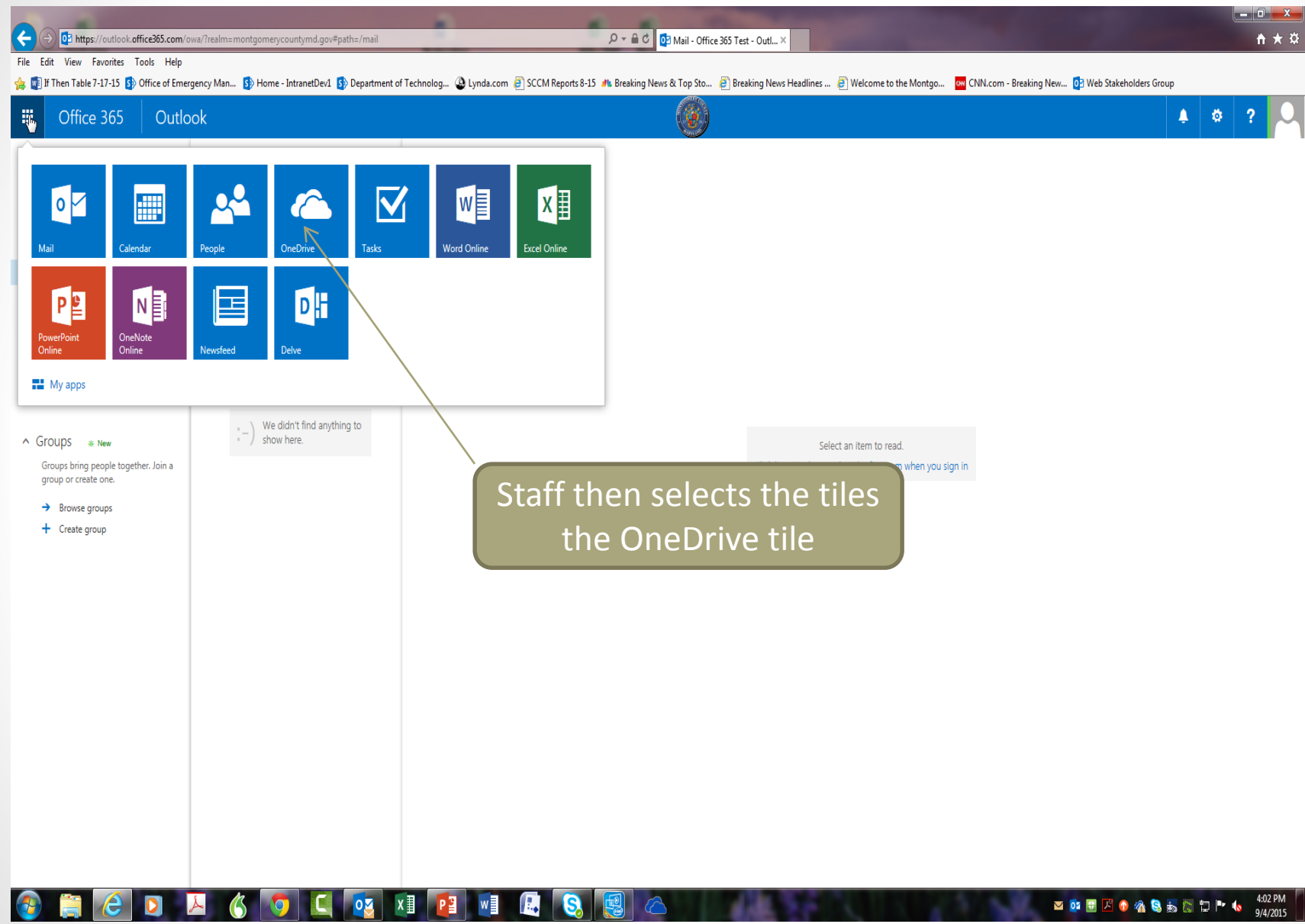
Use desktop
icon to launch
Office 365



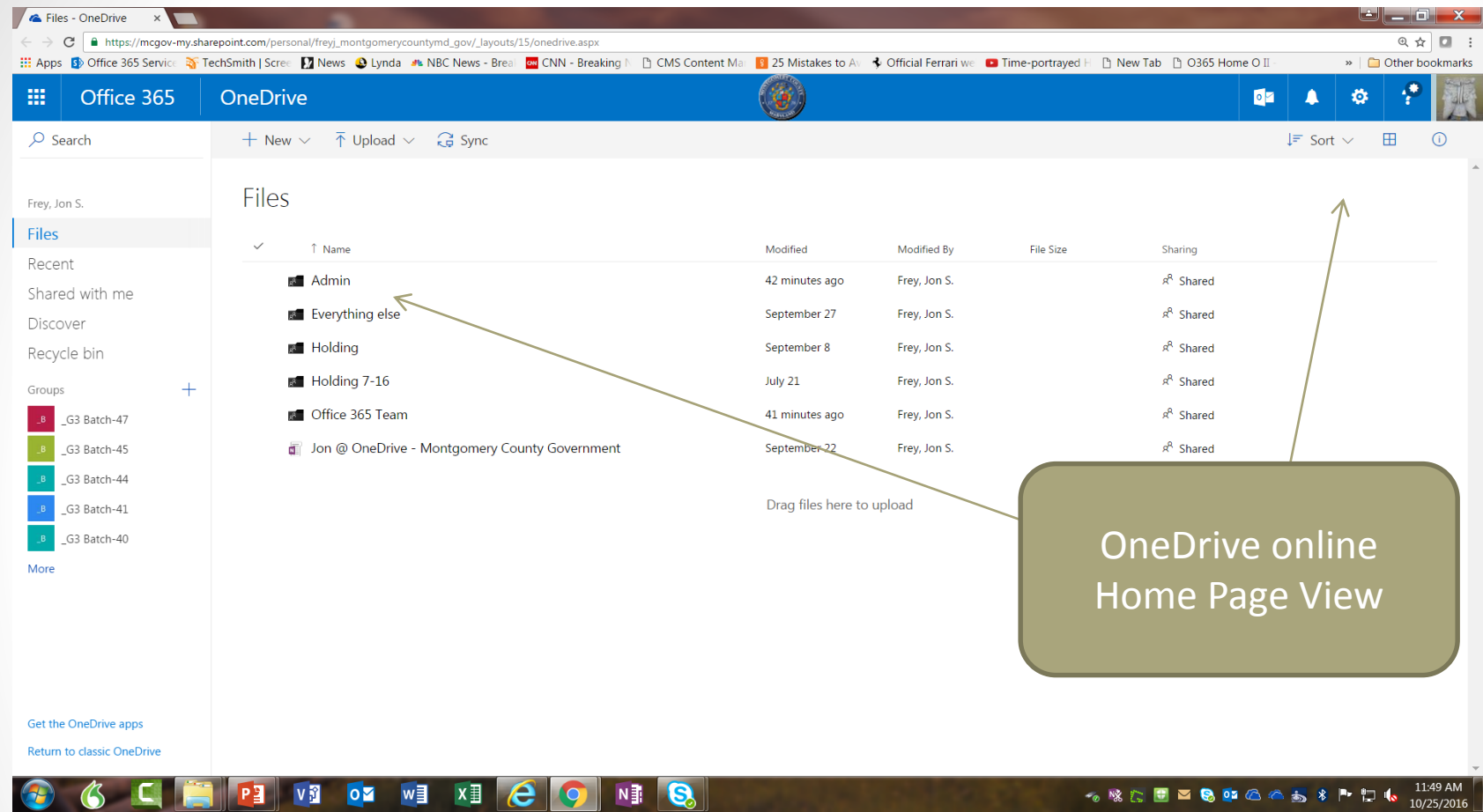
Opens Office
365 home
screen (OWA)



Staff selects the tiles



Staff then selects the tiles
the OneDrive tile



Note: When staff logs onto OneDrive for the first time there will be no files or folders displayed.

Saving data to OneDrive

Save As – OneDrive online

Document1 - Word

Save As

OneDrive - Montgomery County...
FreyJ@MontgomeryCountyMD.gov

Sites - Montgomery County Gove...
FreyJ@MontgomeryCountyMD.gov

OneDrive

Other Web Locations

This PC

Add a Place

Browse

OneDrive - Montgomery County Government

Enter file name here

Word Document (*.docx)

Save

More options...

Name ↑	Date modified
Admin	10/25/2016 11:20 AM
Everything else	9/30/2016 2:04 PM
Holding	10/25/2016 11:20 AM
Holding 7-16	10/25/2016 11:19 AM
Office 365 Team	10/25/2016 11:19 AM
Document.docx	10/25/2016 4:50 PM

First you would select **OneDrive – Montgomery County Government.**

You will see the contents of the OneDrive

←

Info

New

Open

Save

Save As

Print

Share

Export

Close

Account

Feedback

Options

OneDrive - Montgomery County...
FreyJ@MontgomeryCountyMD.gov

Sites - Montgomery County Gove...
FreyJ@MontgomeryCountyMD.gov

OneDrive

Other Web Locations

This PC

Add a Place

Browse

Document1 - Word

Frey, Jon S. ? - X

Save As

OneDrive - Montgomery County Government

Test File

Word Document (*.docx)

Save

More options...

Name ↑	Date modified
Admin	10/25/2016 11:20 AM
Everything else	9/30/2016 2:04 PM
Holding	10/25/2016 11:20 AM
Holding 7-16	10/25/2016 11:19 AM
Office 365 Team	10/25/2016 11:19 AM
Document.docx	10/25/2016 4:50 PM

You name and Save the file

5:40 PM
10/25/2016

Uploading data to OneDrive Cloud

File Edit View Favorites Tools Help

https://mcgov-my.sharepoint.com/personal/o365test_montgomerycountymd_gov/Documents/Forms/All.aspx

OneDrive for Business

Office 365 OneDrive

search OneDrive

Documents

Recent

Shared with me

Followed

Site folders

Recycle bin

Groups

OneDrive @ Montgomery County Government

Documents

Welcome to OneDrive @ Montgomery County Government, the place to store, sync, and share your work. Documents are private until shared. [Learn more here.](#) [Dismiss](#)

New Upload Sync Share More

✓	Name	Modified	Sharing	Modified By
...		August 18	Only you	Office 365 Test
...		December 1, 2014	Shared	Office 365 Test
...		August 18	Only you	Office 365 Test
...		June 16	Only you	Office 365 Test
...		April 22, 2014	Only you	Office 365 Test
...		April 4, 2014	Only you	Office 365 Test
...		June 10	Only you	Office 365 Test
...		May 1	Only you	Office 365 Test
...		June 16	Only you	Office 365 Test
...		Monday at 7:24 AM	Only you	Office 365 Test
...		Monday at 7:23 AM	Only you	Office 365 Test

Microsoft Office 365 TOMG Briefing (11-18-14)(FinalFinal)

O365Test Doc 6-16-15

OD for Bus synch

Presentation

Drag files here to upload

To copy a file to OneDrive select it on the desktop and drag to this area

Note:

To upload data in folders, first create a folder in OneDrive, Then select all files in current folder and drag to the OneDrive folder and the files will be copied

4:08 PM 9/4/2015

Opening files from OneDrive

←

Info

New

Open

Save

Save As

Print

Share

Export

Close

Account

Options

Open

Recent Workbooks

Sites - Montgomery County Government

OneDrive - Montgomery County Government

OneDrive

Computer

+ Add a Place

←

Info

New

Open

Save

Save As

Print

Share

Export

Close

Account

Options

Open

Recent Presentations

Sites - Montgomery County Government

OneDrive - Montgomery County Government

OneDrive

Computer

+ Add a Place

←

Info

New

Open

Save

Save As

Print

Share

Export

Close

Account

Options

Open

Recent Documents

Sites - Montgomery County Government

OneDrive - Montgomery County Government

OneDrive

Computer

+ Add a Place

Test document-2 2-5-15 - Word

?

—

□

X

Office 365 Test

Recent Documents

Test document-2 2-5-15
OneDrive - Montgomery County Government

Test document 2-5-15
OneDrive - Montgomery County Government

Files can be opened from either OneDrive, the computer or another location.

Recover Unsaved Documents

The screenshot shows the 'Open' dialog in Microsoft Word. The left sidebar contains navigation options: Info, New, Open (selected), Save, Save As, Print, Share, Export, Close, Account, Feedback, and Options. The main area is titled 'Open' and lists several locations: Recent, Shared with Me, OneDrive - Montgomery County..., Sites - Montgomery County..., OneDrive, Other Web Locations, This PC, Add a Place, and Browse. The 'This PC' location is selected, showing a list of documents with their names, locations, and dates. A callout box on the right states: 'Files can be opened from either OneDrive, the computer or another location.' Arrows point from this text to the 'OneDrive - Montgomery County...' and 'This PC' sections of the file list.

Location	File Name	Date/Time
Pinned	E-Discovery Thoughts 6-10-2016.docx	6/10/2016 5:25 PM
	G3 Transition Project Nightly Batch Schedule.docx	9/28/2016 1:39 PM
	Office 365 Team - Write-up 9-16.docx	10/3/2016 10:30 AM
	Staff Guidance for transtions(5-2016).docx	8/16/2016 10:43 AM
Today	Document.docx	10/25/2016 4:49 PM
	Anna note.docx	10/25/2016 10:59 AM
Yesterday	sp.docx	10/24/2016 4:14 PM
	Planet Engagement - Update 10-24-16.docx	10/24/2016 3:17 PM
	Planet Engagement - Update 10-24-16.docx	10/24/2016 10:16 AM
	Technical ideas Planet version (Recovered).docx	10/24/2016 10:07 AM
	Technical ideas Planet version.docx	10/21/2016 10:33 AM
Last Week	dots.docx	10/21/2016 10:30 AM
	Planet Enagement Items Update.docx	10/21/2016 10:29 AM

←

Info

New

Open

Save

Save As

Print

Share

Export

Close

Account

Feedback

Options

Open

Recent

Shared with Me

OneDrive - Montgomery County Government
FreyJ@MontgomeryCountyMD.gov

Sites - Montgomery County Government
FreyJ@MontgomeryCountyMD.gov

OneDrive

Other Web Locations

This PC

Add a Place

Browse

Document.docx - Word

Frey, Jon S. ? - X

↑ OneDrive - Montgomery County Government

Name ↑

Admin

10/25/2016 11:20 AM

Everything else

9/30/2016 2:04 PM

Holding

10/25/2016 11:20 AM

Holding 7-16

10/25/2016 11:19 AM

Office 365 Team

10/25/2016 11:19 AM

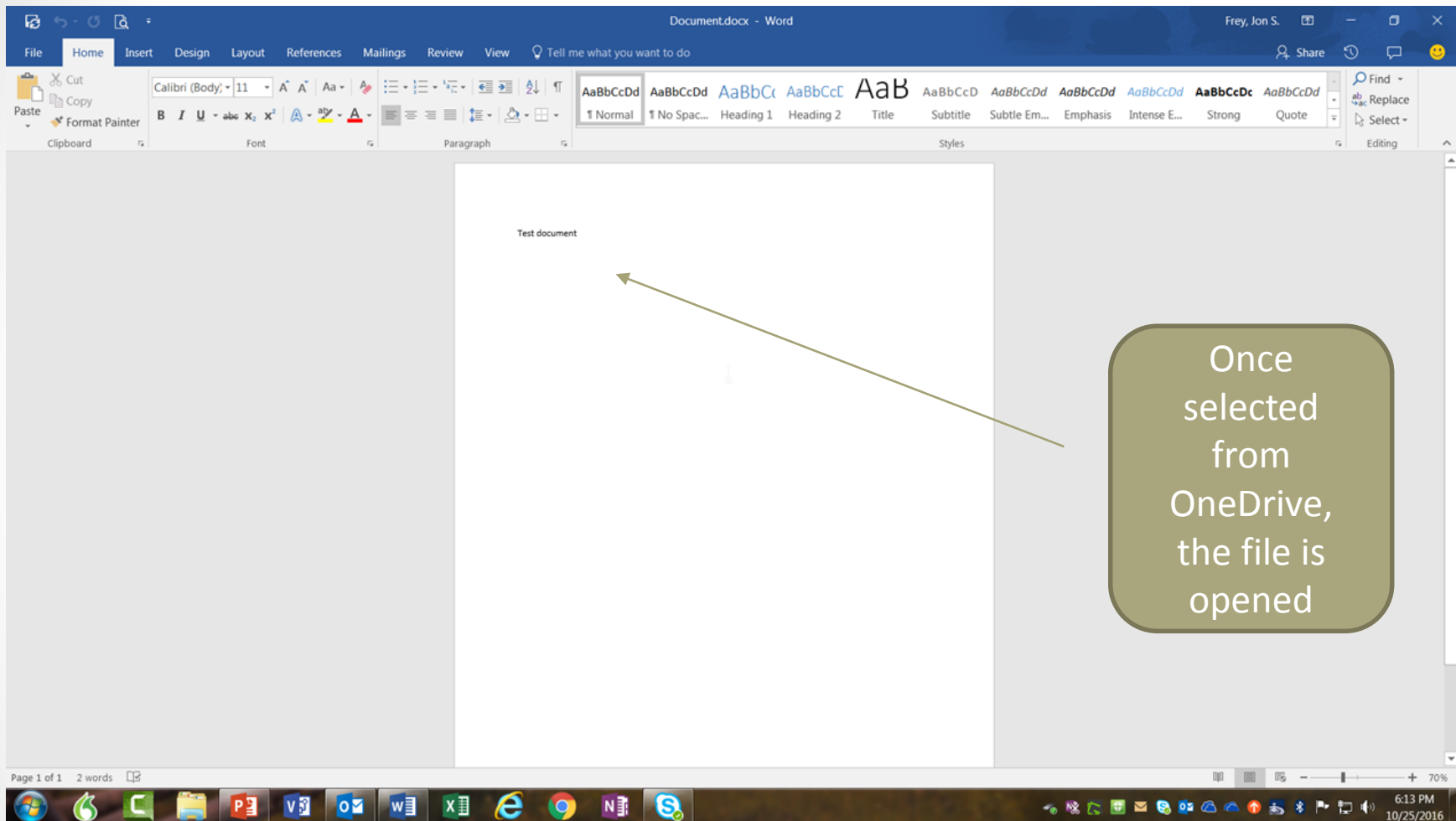
Document.docx

10/25/2016 4:50 PM

Staff selects OneDrive

Staff would then select the file you wished to open

6:16 PM
10/25/2016

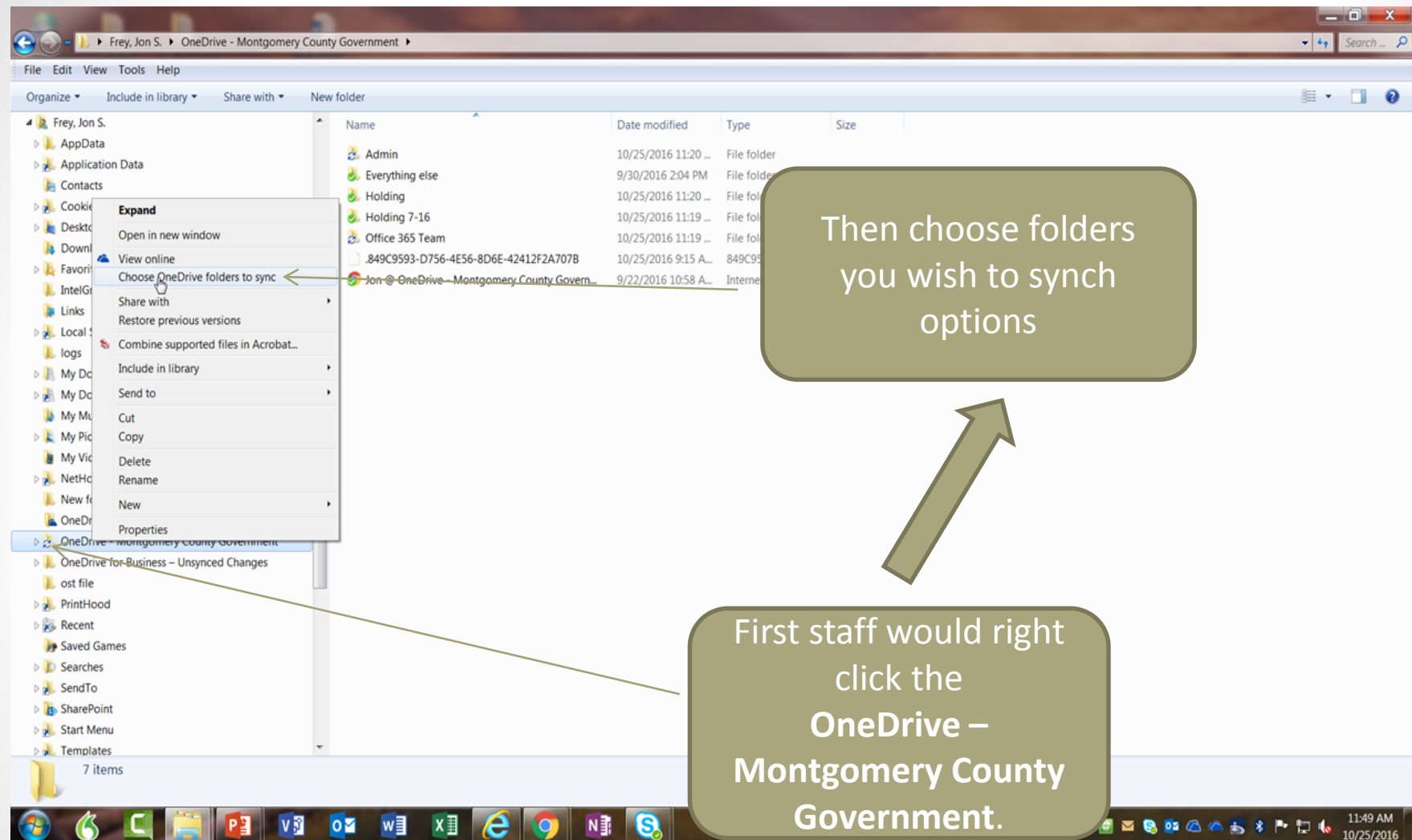


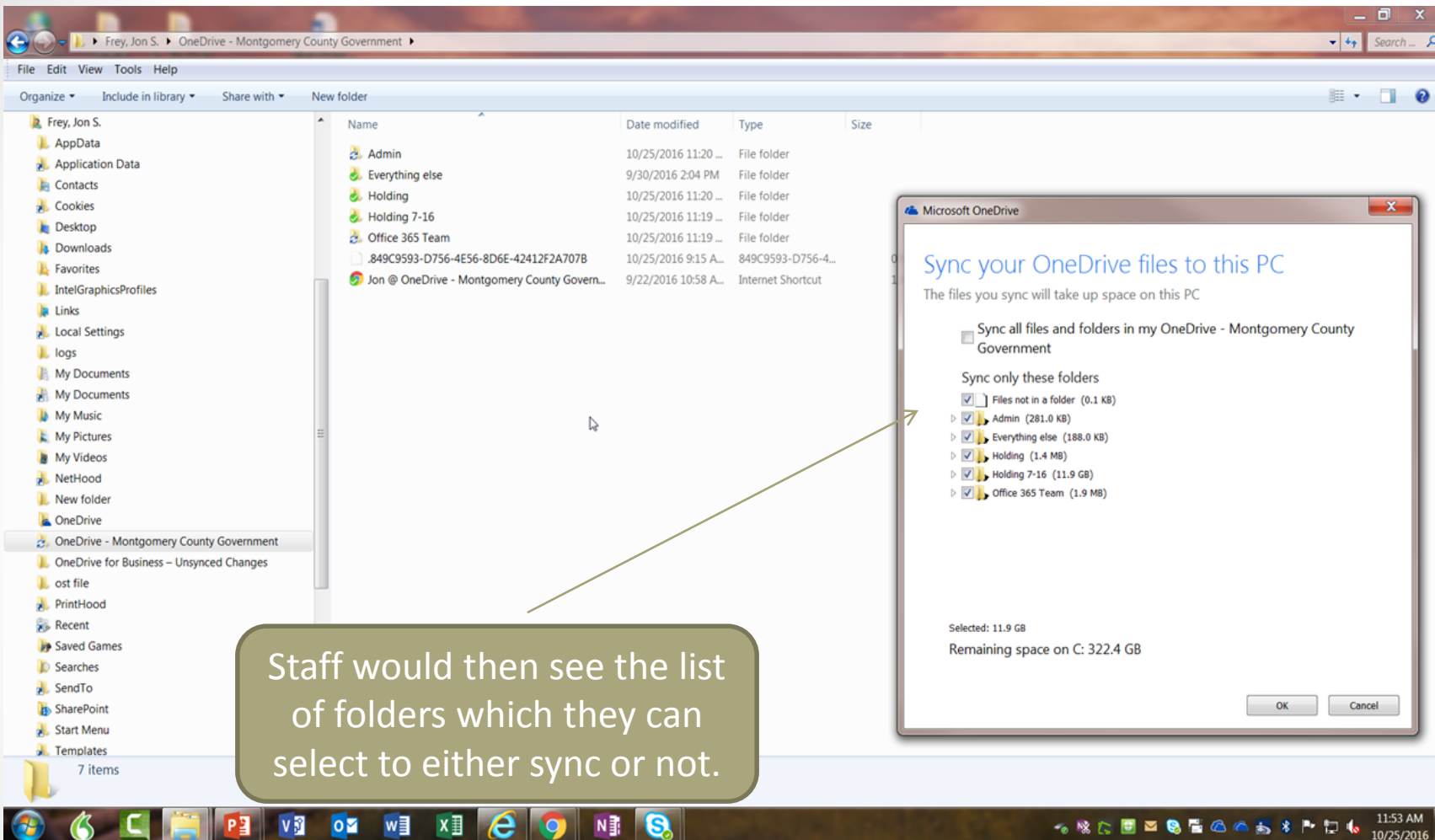
Once selected from OneDrive, the file is opened

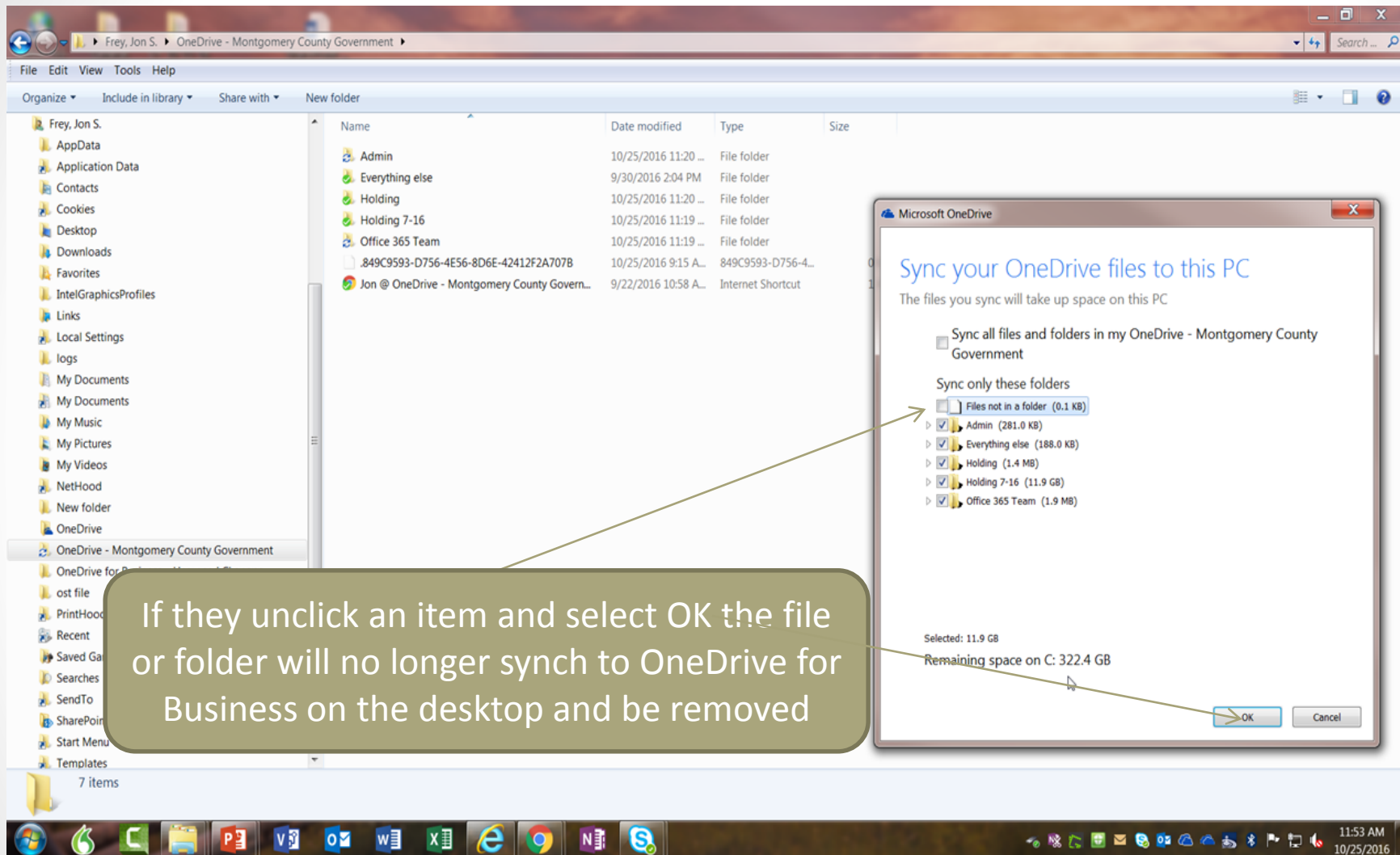
OneDrive - Selective Synch

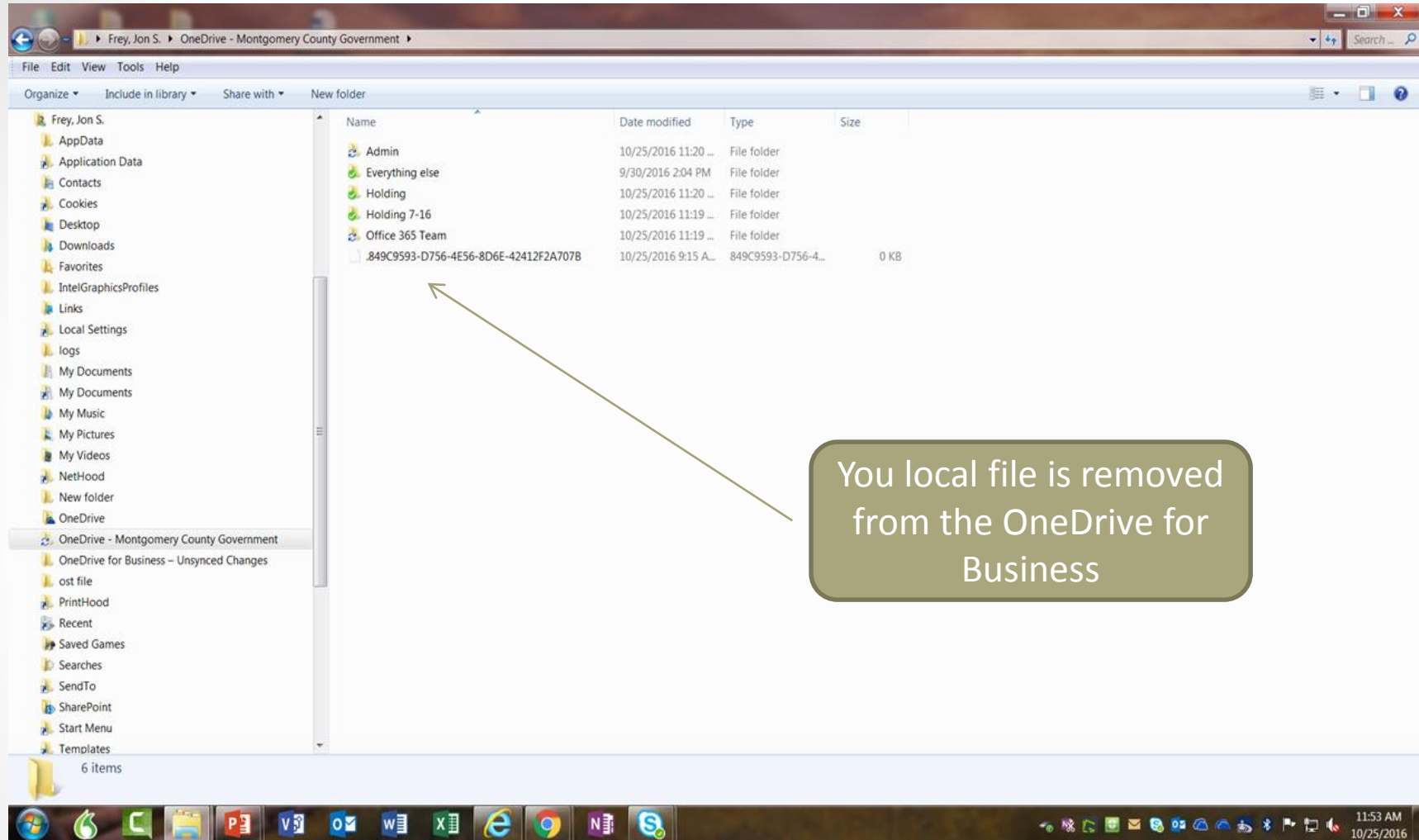
Selective Synch is a OneDrive capability that manages which folders and files are synchronized between OneDrive cloud and OneDrive for Business.

- ✓ OneDrive cloud will always hold ALL files as it has (1 TB).
- ✓ One Drive for Business only those selected.





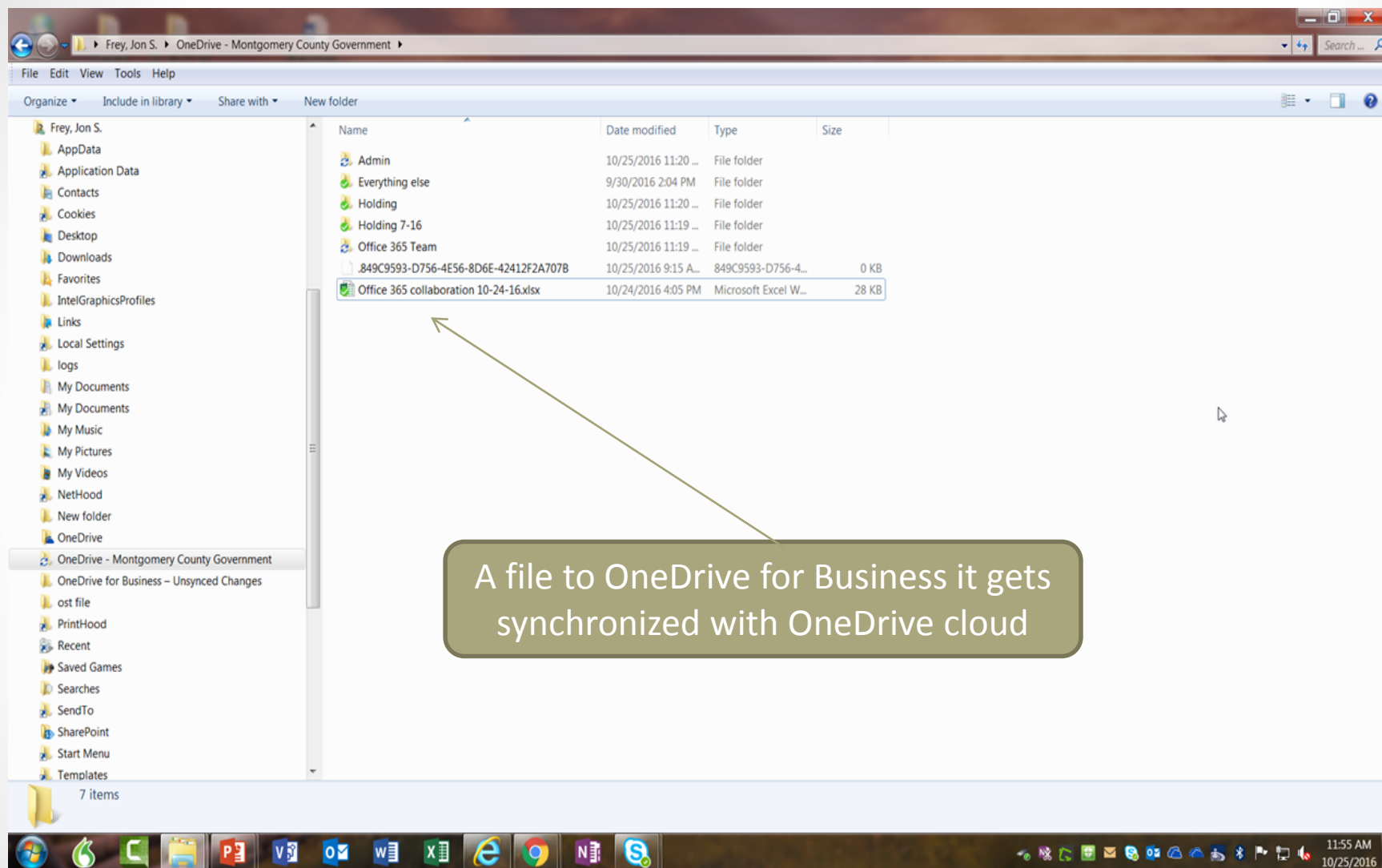




You local file is removed from the OneDrive for Business

Saving with folders in no synch mode

Adding to OneDrive for Business



The screenshot shows the OneDrive web interface in a browser window. The address bar shows the URL: https://mcgov-my.sharepoint.com/personal/freyj_montgomerycountymd_gov/_layouts/15/onedrive.aspx. The interface includes a top navigation bar with 'Office 365' and 'OneDrive' tabs. Below this is a search bar and a 'Files' section. The 'Files' section contains a table with columns: Name, Modified, Modified By, File Size, and Sharing. The table lists several files, including 'Admin', 'Everything else', 'Holding', 'Holding 7-16', 'Office 365 Team', 'Jon @ OneDrive - Montgomery County Government', and 'Office 365 collaboration 10-24-16.xlsx'. A callout box with an arrow points to the last file, stating: 'It gets synchronized with OneDrive cloud'.

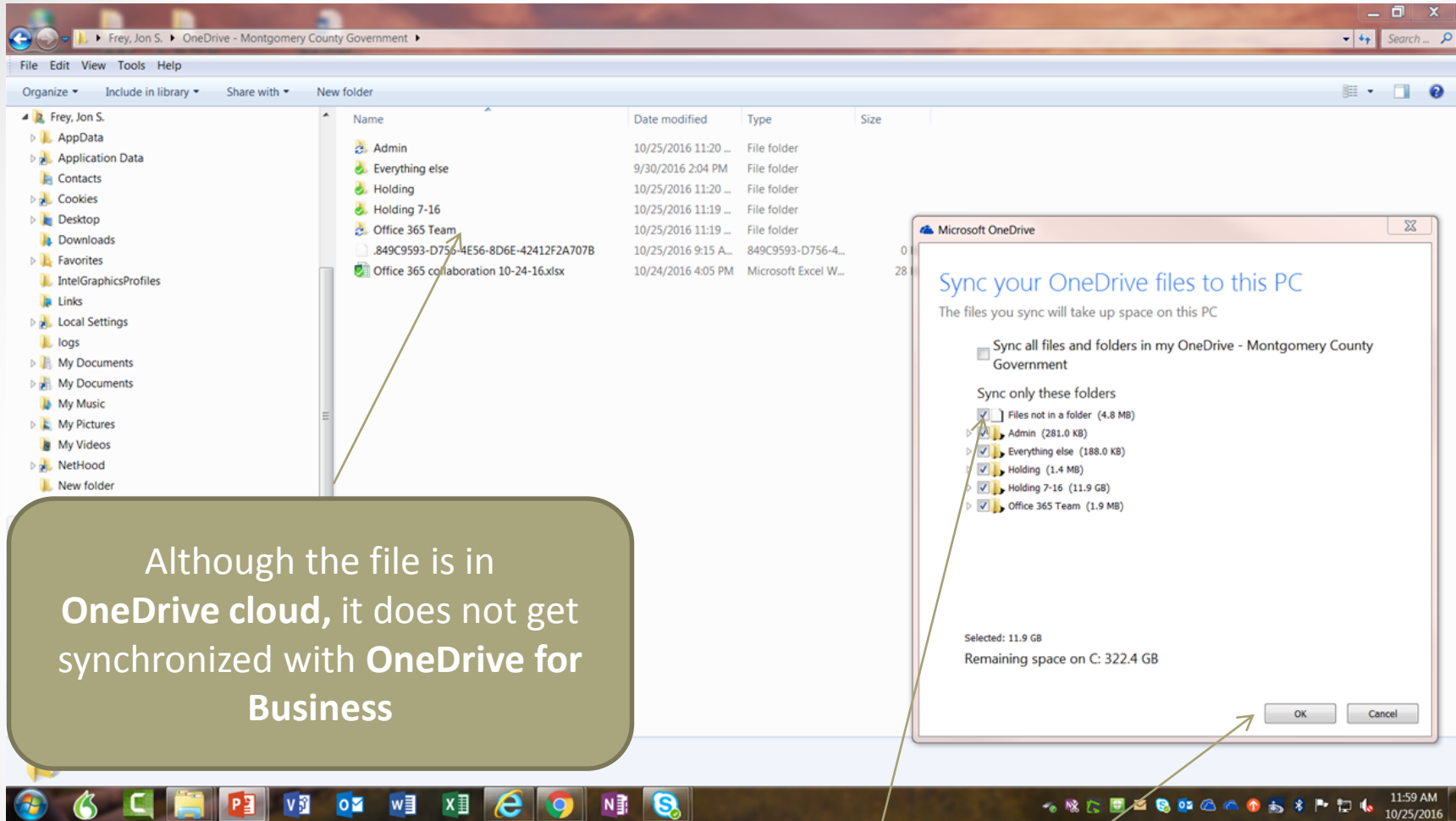
Name	Modified	Modified By	File Size	Sharing
Admin	48 minutes ago	Frey, Jon S.		Shared
Everything else	September 27	Frey, Jon S.		Shared
Holding	September 8	Frey, Jon S.		Shared
Holding 7-16	July 21	Frey, Jon S.		Shared
Office 365 Team	47 minutes ago	Frey, Jon S.		Shared
Jon @ OneDrive - Montgomery County Government	September 22	Frey, Jon S.		Shared
Office 365 collaboration 10-24-16.xlsx	Yesterday at 1:05 PM	Frey, Jon S.	28.0 KB	Shared

Adding to OneDrive Cloud

The screenshot shows the OneDrive web interface in a browser. The left sidebar contains navigation options: Files, Recent, Shared with me, Discover, Recycle bin, and Groups. The main area displays a list of files with columns for Name, Modified, Modified By, File Size, and Sharing. An arrow points to the file 'Full Inventory 16-10-03.xlsx'.

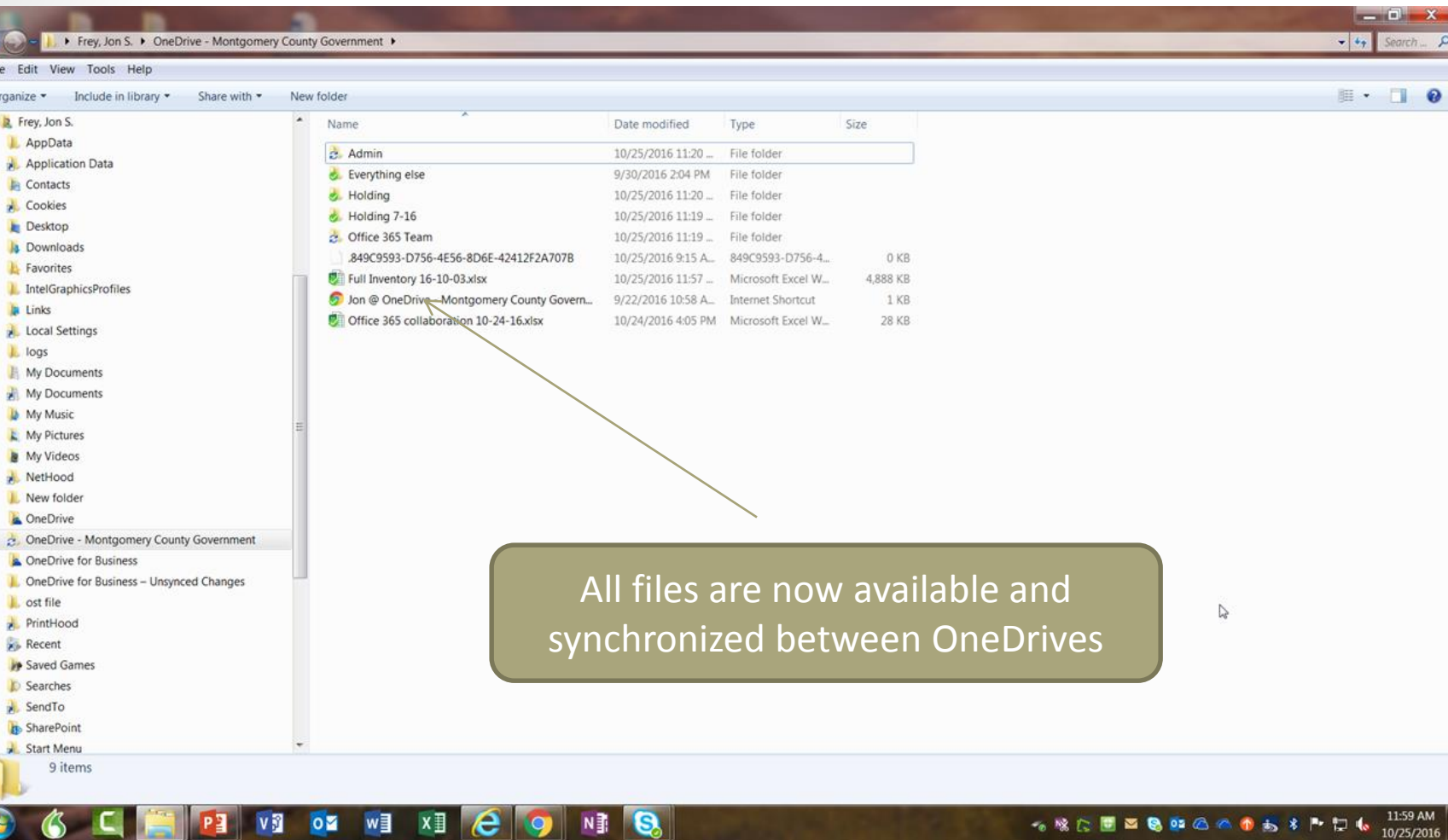
Name	Modified	Modified By	File Size	Sharing
Admin	About an hour ago	Frey, Jon S.		Shared
Everything else	September 27	Frey, Jon S.		Shared
Holding	September 8	Frey, Jon S.		Shared
Holding 7-16	July 21	Frey, Jon S.		Shared
Office 365 Team	49 minutes ago	Frey, Jon S.		Shared
Full Inventory 16-10-03.xlsx	A few seconds ago	Frey, Jon S.	4.77 MB	Shared
Jon @ OneDrive - Montgomery County Government	September 22	Frey, Jon S.		Shared
Office 365 collaboration 10-24-16.xlsx	Yesterday at 1:05 PM	Frey, Jon S.	28.0 KB	Shared

If you place a file in OneDrive cloud



Although the file is in **OneDrive cloud**, it does not get synchronized with **OneDrive for Business**

If staff clicks the share files box and then OK, the files are synchronized between OneDrive's



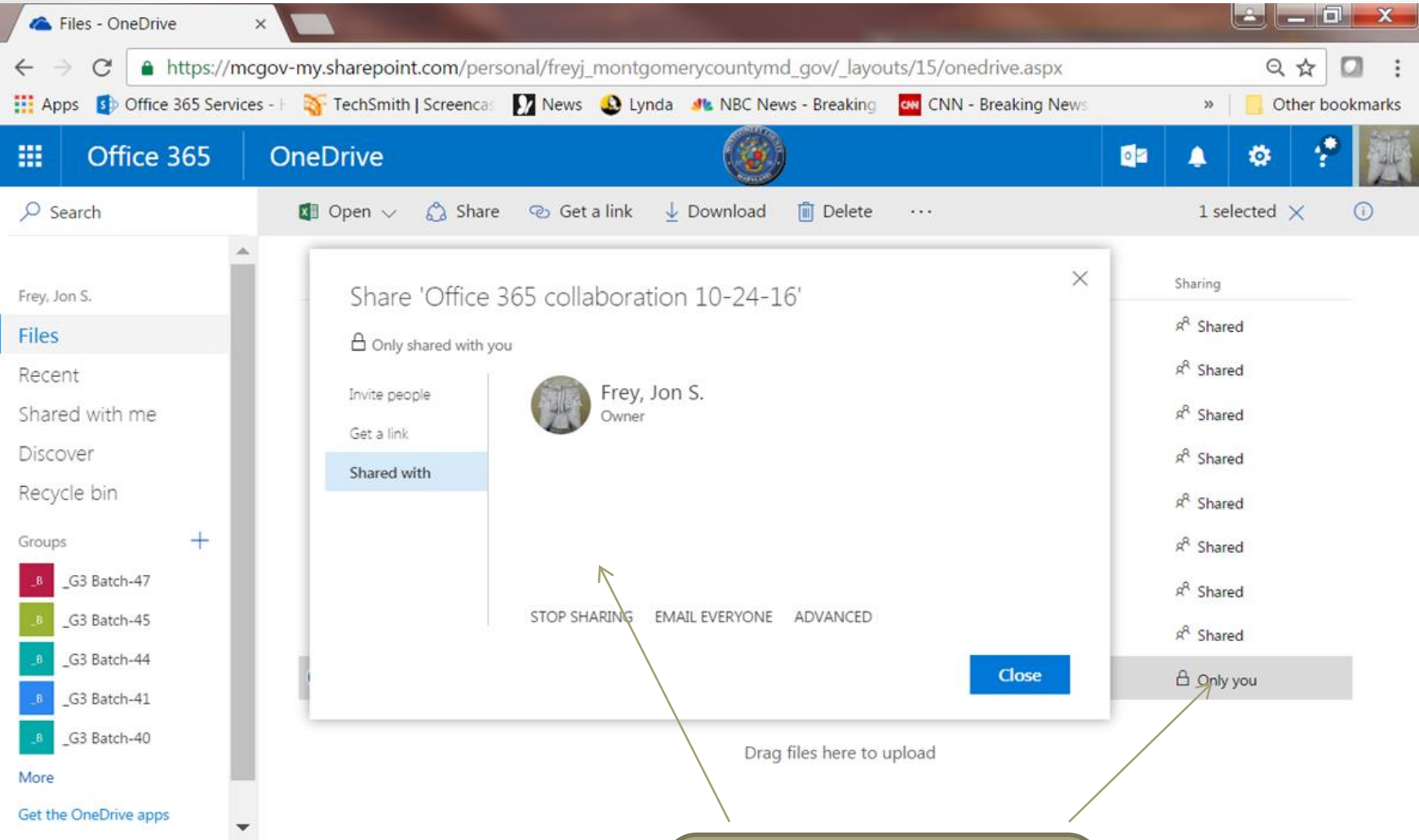
Sharing / Unsharring

Sharing

The screenshot shows the OneDrive web interface in a browser. The address bar shows a URL from mcgov-my.sharepoint.com. The interface includes a left sidebar with navigation options like 'Files', 'Recent', and 'Groups'. The main area displays a table of files and folders. The table has columns for Name, Modified, Modified By, File Size, and Sharing. Most files are marked as 'Shared', but the file 'Office 365 collaboration 10-24-16...' is marked as 'Only you'. An arrow points from a text box at the bottom to this 'Only you' status.

Name	Modified	Modified By	File Size	Sharing
Admin	Yesterday at 8:...	Frey, Jon S.		Shared
Everything else	September 27	Frey, Jon S.		Shared
Holding	September 8	Frey, Jon S.		Shared
Holding 7-16	July 21	Frey, Jon S.		Shared
Office 365 Team	Yesterday at 8:...	Frey, Jon S.		Shared
Document.docx	Yesterday at 1:...	Frey, Jon S.	10.7 KB	Shared
Full Inventory 16-10-03.xlsx	Yesterday at 8:...	Frey, Jon S.	4.77 MB	Shared
Jon @ OneDrive - Montgomery C...	September 22	Frey, Jon S.		Shared
Office 365 collaboration 10-24-16...	Monday at 1:05:...	Frey, Jon S.	28.0 KB	Only you

All files loaded or saved into OneDrive are only shared with the owner



By clicking on the sharing status the sharing window opens

The sharing window appears

Share 'Office 365 collaboration 10-24-16'

Only shared with you

Invite people

Get a link

Shared with

Enter a name or email address

Can edit

Add a message here

☒ Require sign-in

☒ Send an email invitation

Share

Sharing

Shared

Shared

Shared

Shared

Shared

Shared

Shared

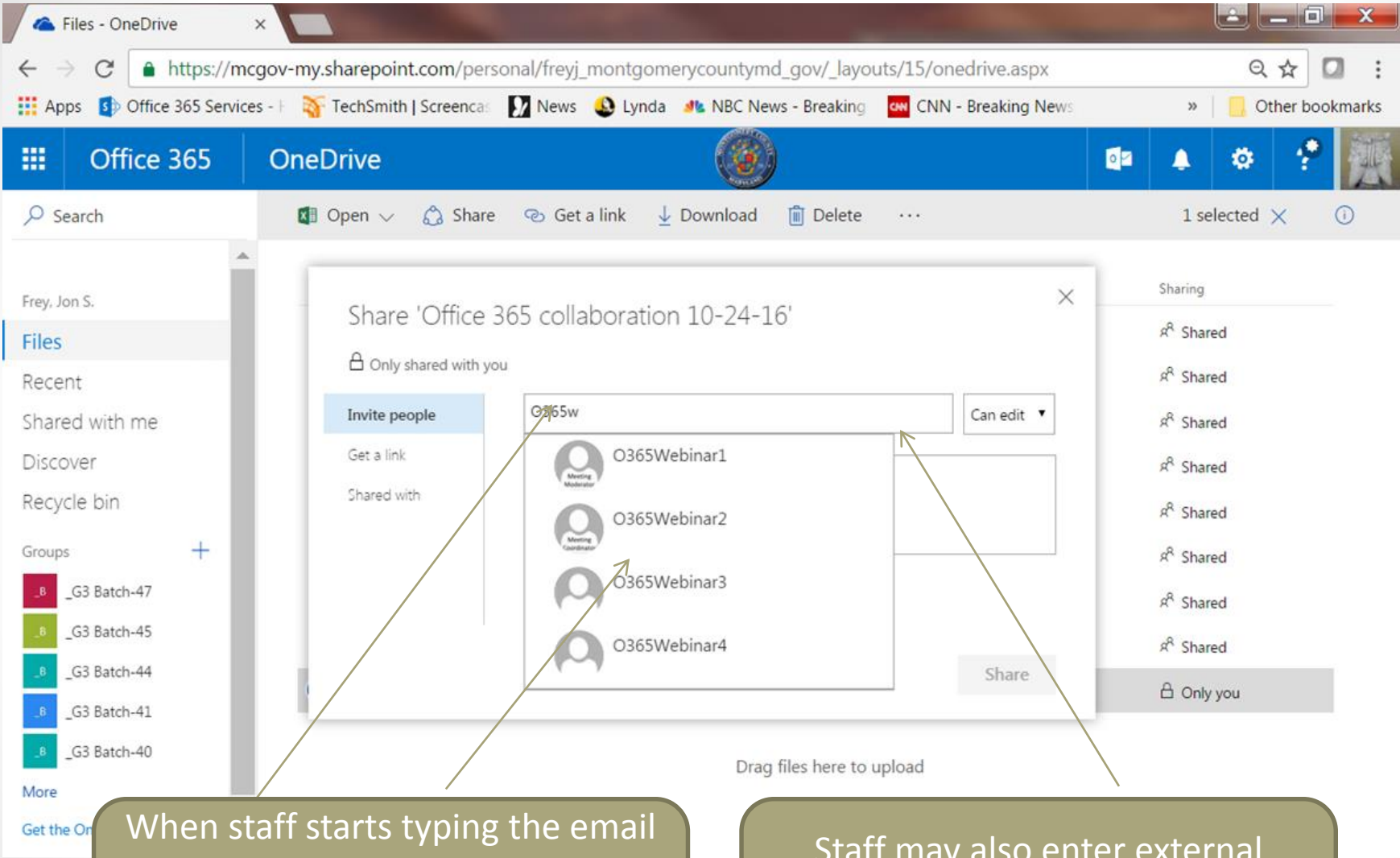
Shared

Only you

Drag files here to upload

When sharing occurs you can

- 1) Either require the recipient to sign in to review or not!
- 2) Choose to not have the email sent to those shared that has a link to the document/site



When staff starts typing the email address of those you want to share with and the system will offer suggestions

Staff may also enter external email addresses to share with non-MCG individuals

Files - OneDrive

https://mcgov-my.sharepoint.com/personal/freyj_montgomerycountymd_gov/_layouts/15/onedrive.aspx

Office 365 OneDrive

Search

Open Share Get a link Download Delete ... 1 selected

Share 'Office 365 collaboration 10-24-16'

Only shared with you

Invite people

Get a link

Shared with

O365Webinar1 Can edit

Add a message here

☒ Require sign-in

☒ Send an email invitation

Share

Sharing

Shared

Shared

Shared

Shared

Shared

Shared

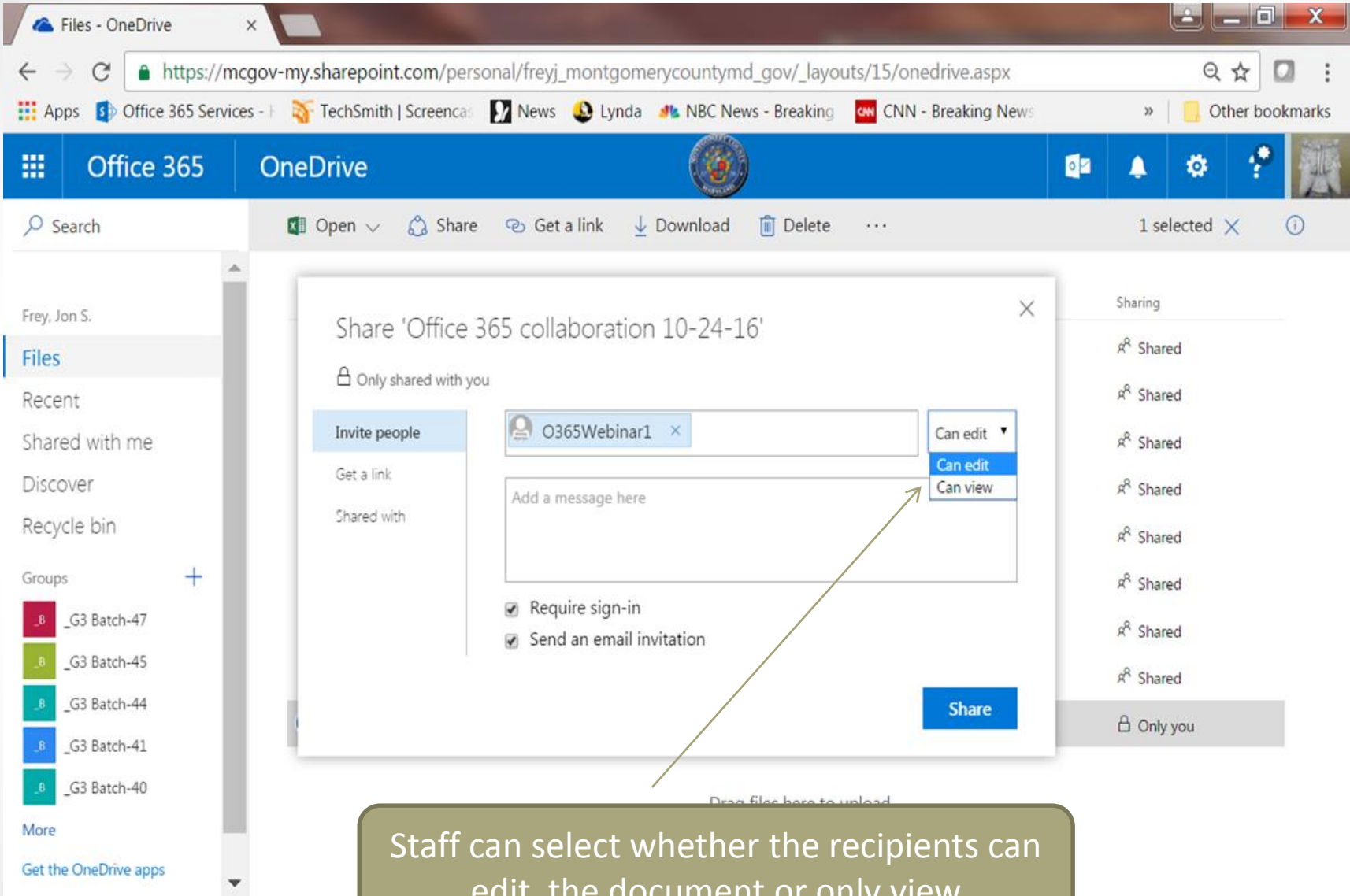
Shared

Shared

Only you

Drag files here to upload

When you select from the choice list the system will fill in the name



Staff can select whether the recipients can edit the document or only view

Files - OneDrive

https://mcgov-my.sharepoint.com/personal/freyj_montgomerycountymd_gov/_layouts/15/onedrive.aspx

Office 365 OneDrive

Search

Frey, Jon S.

Files

Recent

Shared with me

Discover

Recycle bin

Groups

_B

_G3 Batch-47

_B

_G3 Batch-45

_B

_G3 Batch-44

_B

_G3 Batch-41

_B

_G3 Batch-40

More

Get the OneDrive apps

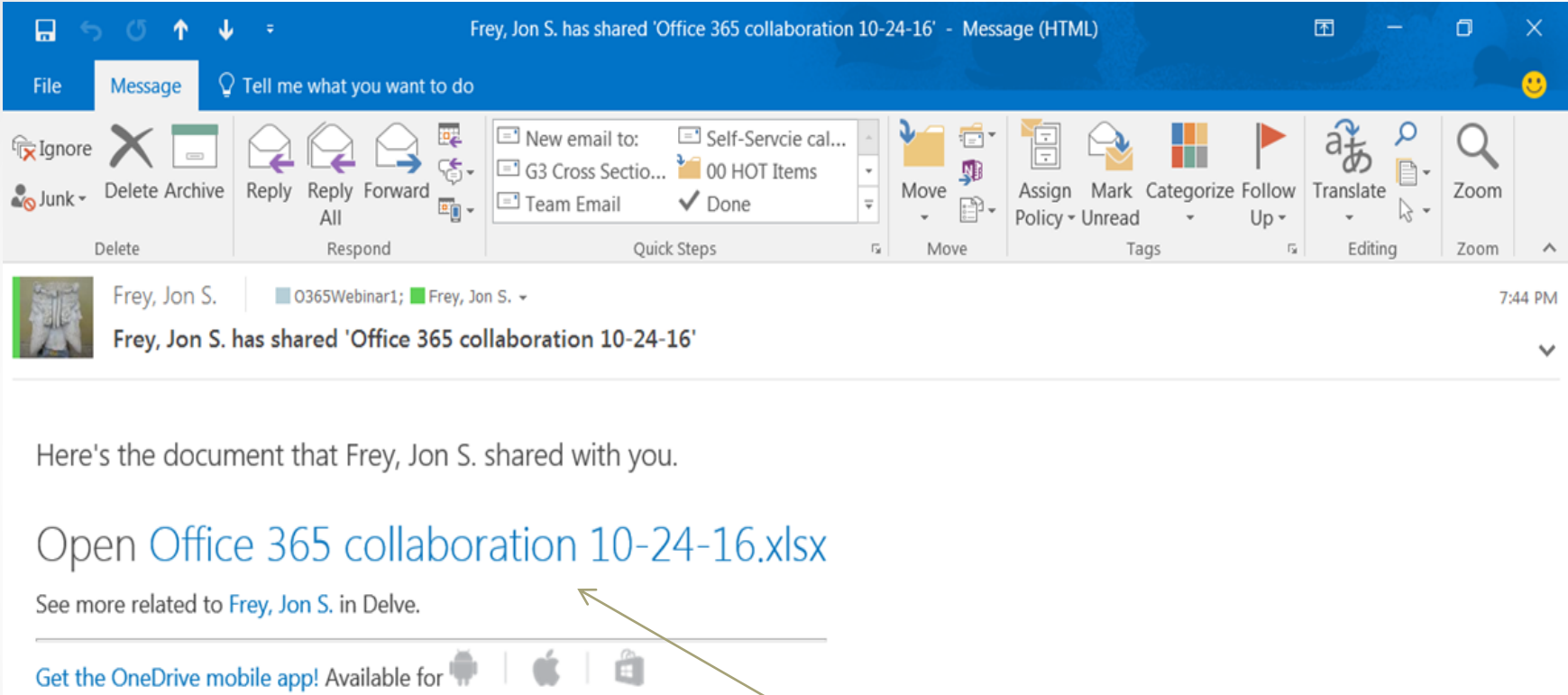
Open Share Get a link Download Delete

1 selected

Name	Modified	Modified By	File Size	Sharing
Admin	Yesterday at 8:...	Frey, Jon S.		Shared
Everything else	September 27	Frey, Jon S.		Shared
Holding	September 8	Frey, Jon S.		Shared
Holding 7-16	July 21	Frey, Jon S.		Shared
Office 365 Team	Yesterday at 8:...	Frey, Jon S.		Shared
Document.docx	Yesterday at 1:...	Frey, Jon S.	10.7 KB	Shared
Full Inventory 16-10-03.xlsx	Yesterday at 8:...	Frey, Jon S.	4.77 MB	Shared
Jon @ OneDrive - Montgomery C...	September 22	Frey, Jon S.		Shared
Office 365 collaboration 10-24-16...	Monday at 1:05...	Frey, Jon S.	28.0 KB	O365Webinar1

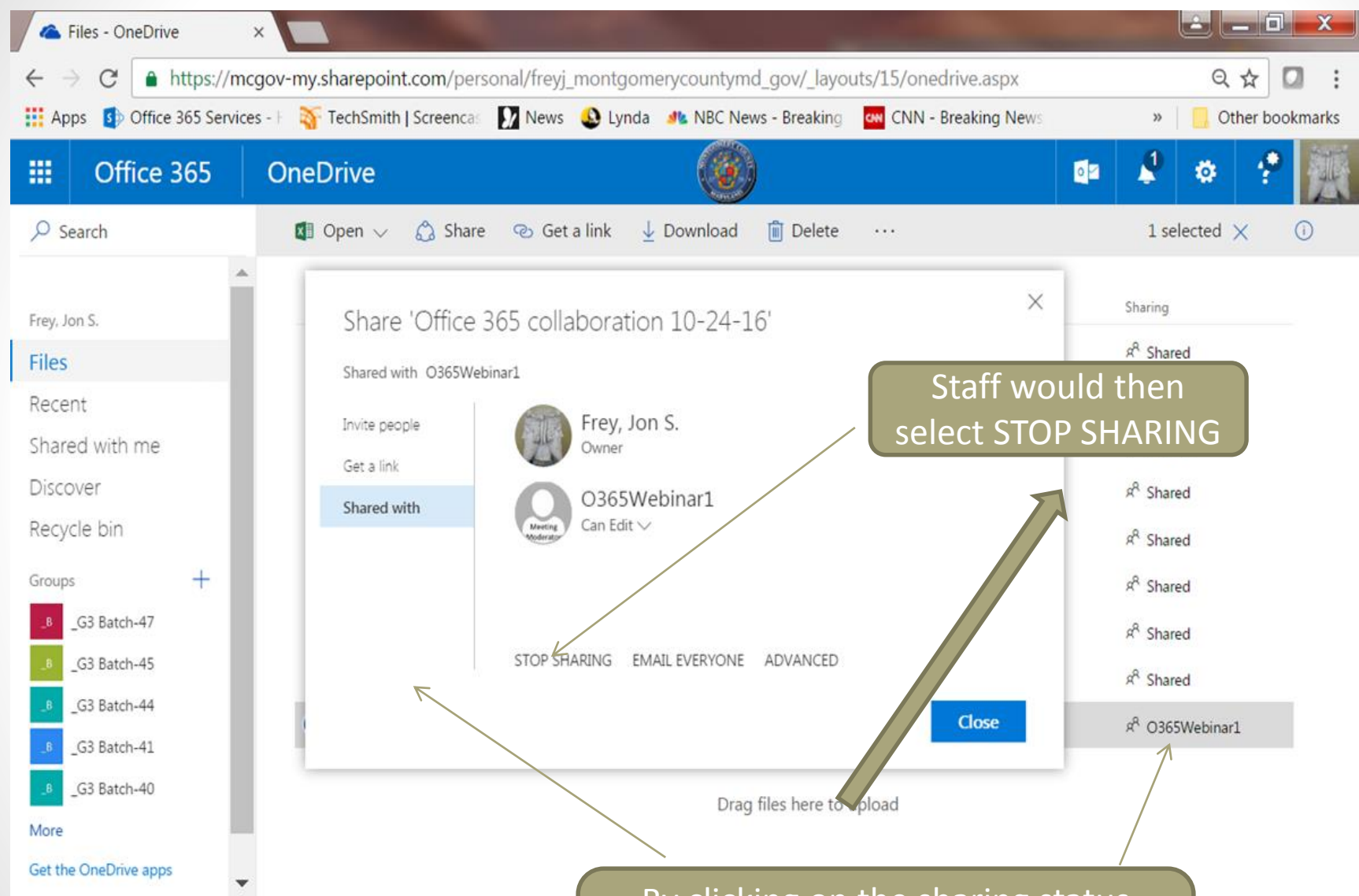
Drag files here to upload

Once shared the file indicate reflects it



Once shared, if email notification is chosen an email with a link back to the document is sent to all who are shared with.

Unsharring



Files - OneDrive

https://mcgov-my.sharepoint.com/personal/freyj_montgomerycountymd_gov/_layouts/15/onedrive.aspx

Apps Office 365 Services TechSmith | Screenca News Lynda NBC News - Breaking CNN CNN - Breaking News Other bookmarks

Office 365 OneDrive

Search

Open Share Get a link Download Delete 1 selected

Frey, Jon S.

Files

Recent

Shared with me

Discover

Recycle bin

Groups

_G3 Batch-47

_G3 Batch-45

_G3 Batch-44

_G3 Batch-41

_G3 Batch-40

More

Get the OneDrive apps

Stop sharing?

We will disable any guest links and remove all users from the file except you and any other owners.

Stop sharing Cancel

Jon @ OneDrive - Montgomery C...

September 22

Frey, Jon S.

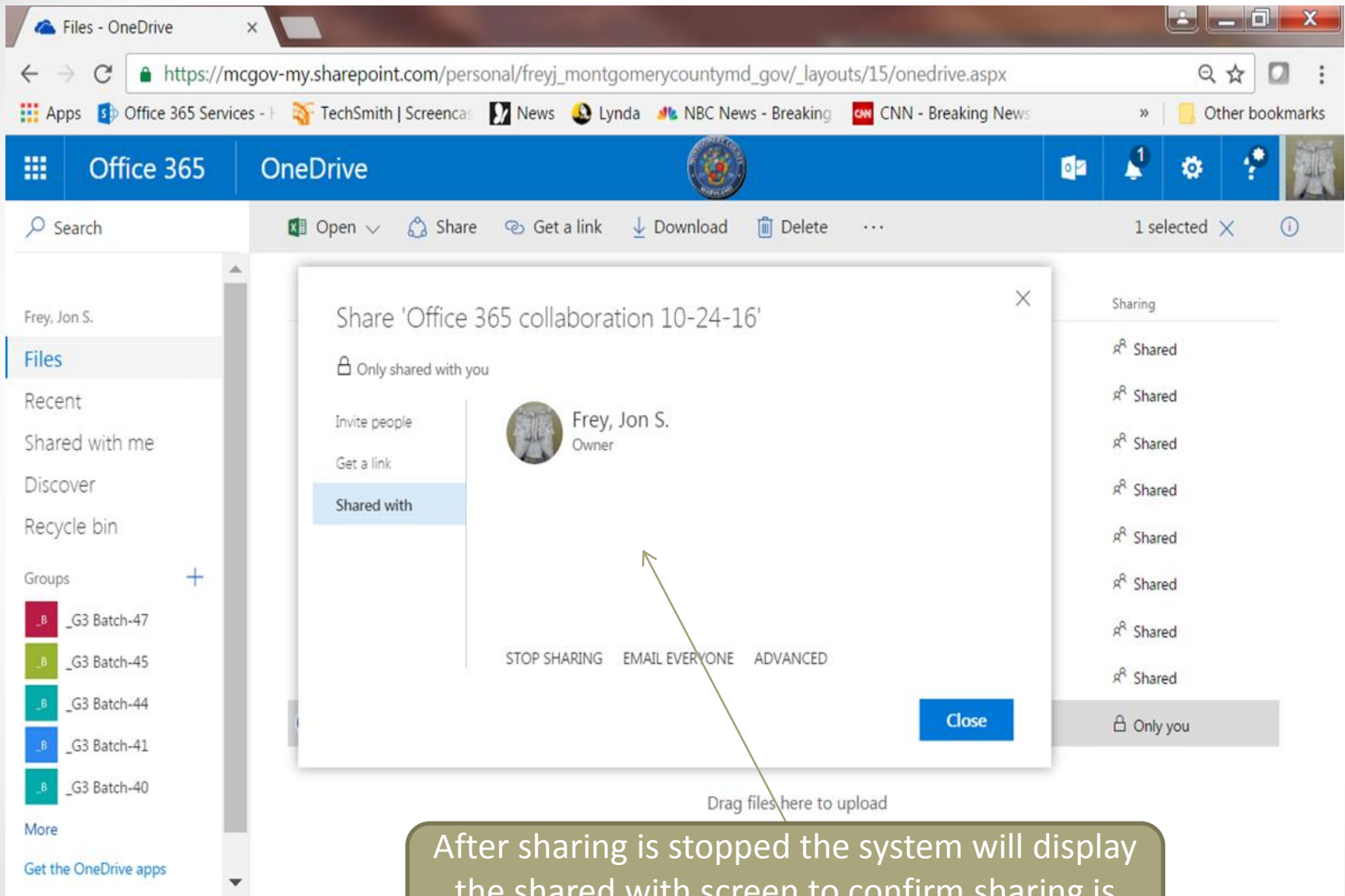
28.0 KB

O365Webinar1

Drag files here to upload

Staff would then select **Stop Sharing**.

Note: If sharing is stopped all those shared with will have sharing stopped



After sharing is stopped the system will display the shared with screen to confirm sharing is stopped for all

Files - OneDrive

https://mcgov-my.sharepoint.com/personal/freyj_montgomerycountymd_gov/_layouts/15/onedrive.aspx

Apps Office 365 Services TechSmith | Screencast News Lynda NBC News - Breaking CNN - Breaking News

Office 365 OneDrive

Search

Frey, Jon S.

Files

Recent

Shared with me

Discover

Recycle bin

Groups

_B

_G3 Batch-47

_B

_G3 Batch-45

_B

_G3 Batch-44

_B

_G3 Batch-41

_B

_G3 Batch-40

More

Get the OneDrive apps

Open Share Get a link Download Delete

1 selected

Name	Modified	Modified By	File Size	Sharing
Admin	Yesterday at 8:...	Frey, Jon S.		Shared
Everything else	September 27	Frey, Jon S.		Shared
Holding	September 8	Frey, Jon S.		Shared
Holding 7-16	July 21	Frey, Jon S.		Shared
Office 365 Team	Yesterday at 8:...	Frey, Jon S.		Shared
Document.docx	Yesterday at 1:...	Frey, Jon S.	10.7 KB	Shared
Full Inventory 16-10-03.xlsx	Yesterday at 8:...	Frey, Jon S.	4.77 MB	Shared
Jon @ OneDrive - Montgomery C...	September 22	Frey, Jon S.		Shared
Office 365 collaboration 10-24-16...	Monday at 1:05...	Frey, Jon S.	28.0 KB	Only you

Drag files here to upload

Once sharing has been stopped the sharing indicator will reflect the change

Bad File Name Handling

Invalid file or folder name characters

If a file or folder you're trying to upload to OneDrive for Business contains any of the characters listed below, rename the file or folder to remove these characters. The list of invalid characters is different on Office 365 and SharePoint 2013.

INVALID FILE OR FOLDER NAME CHARACTERS IN ONEDRIVE FOR BUSINESS ON OFFICE 365

" # % * : < > ? / \ |

Invalid file or folder name characters in OneDrive for Business on SharePoint 2013

~ " # % & * : < > ? / \ { | } .

Invalid or blocked file types

You can't upload OneNote files, or files with a *.tmp or *.ds_store extension. Additionally, you can't upload desktop.ini, thumbs.db, or ehthumbs.db.

Additionally, you can't upload types of files that are blocked on the SharePoint site. If your organization is running SharePoint Server, the list of blocked files may vary depending on what your administrator sets up. If your organization is running SharePoint Online, the default list of blocked files is fixed and can't be changed. To see a list of the default blocked files, see [Types of files that cannot be added to a list or library](#).

For more information about restrictions and limitations, like size limits for syncing files, and character limits for files and folders, see [Restrictions and limitations when you sync SharePoint libraries to your computer through OneDrive for Business](#)

The screenshot displays the Microsoft Word Online interface within a web browser. The address bar shows a URL from a SharePoint site. The document title bar indicates the file is named 'Document.docx'. The ribbon shows the 'FILE' tab is active. The main document area contains the text 'Test document'. A callout box with a pointer to the filename explains the error scenario.

Doc#

Share Frey, Jon S.

FILE HOME INSERT PAGE LAYOUT REVIEW VIEW Tell me what you want to do EDIT IN WORD

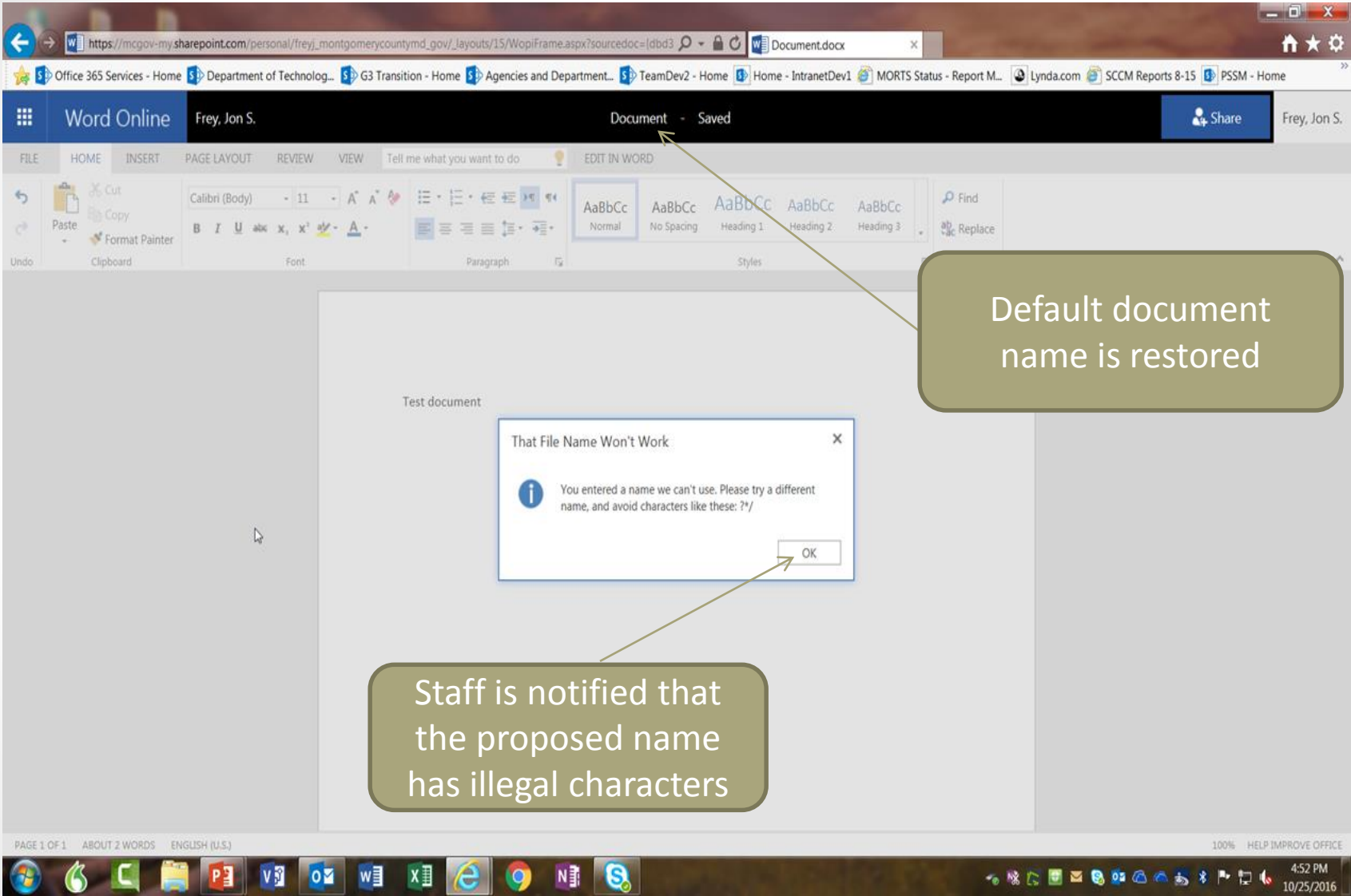
Undo Clipboard Font Paragraph Styles Editing

Calibri (Body) 11 A⁺ A⁻ B I U x₂ x² A⁻ AaBbCc Normal No Spacing Heading 1 Heading 2 Heading 3 Find Replace

Test document

If staff tries to save a file to OneDrive online which has an illegal character in the name the system will error.

PAGE 1 OF 1 ABOUT 2 WORDS ENGLISH (U.S.) 100% HELP IMPROVE OFFICE 4:52 PM 10/25/2016



Dragging files with illegal characters into OneDrive

OneDrive for Business

https://mcgov-my.sharepoint.com/personal/freyj_montgomerycountymd_gov/Documents/Forms/All.aspx

Office 365 | OneDrive

search OneDrive

Documents

Recent

Shared with me

Followed

Site folders

Recycle bin

Groups

_G3 Batch-47

_G3 Batch-45

_G3 Batch-44

_G3 Batch-41

_G3 Batch-40

More

OneDrive @ Montgomery County Government

Documents

Welcome to OneDrive @ Montgomery County Government, the place to store, sync, and share your work. Documents are private until shared. [Learn more here.](#) [Dismiss](#)

Upload completed (0 added, 1 failed) [DISMISS](#)

✓	Name	Modified	Sharing	Modified By
✖	File with Illegal# Name.xlsx	File names can't contain the following characters: " ? < > # % /		
	Admin	... About an hour ago	Shared	Frey, Jon S.
	Everything else	... September 27	Shared	Frey, Jon S.
	Holding	... September 8	Shared	Frey, Jon S.
	Holding 7-16	... July 21	Shared	Frey, Jon S.
	Office 365 Team	... About an hour ago	Shared	Frey, Jon S.
	Full Inventory 16-10-03	... 5 minutes ago	Shared	Frey, Jon S.
	Jon @ OneDrive - Montgomery County Government	... September 22	Shared	Frey, Jon S.
	Office 365 collaboration			

If staff tries to save a file to OneDrive online which has an illegal character in the name the system will error and not save the file.

Windows taskbar with icons for OneDrive, Word, Excel, PowerPoint, Outlook, and other Office 365 apps. System clock shows 12:02 PM 10/25/2016.

OneDrive for Business

Trying to save with illegal character

File Edit View Tools Help

Organize Open Share with Print E-mail New folder

My Documents

My Music

My Pictures

My Videos

NetHood

New folder

OneDrive

OneDrive - Montgomery County Government

OneDrive for Business - Unsynced Changes

ost file

PrintHood

Recent

Saved Games

Searches

SendTo

SharePoint

Start Menu

Templates

Computer

OSDisk (C:)

\$RecycleBin

ap

Doc

Inte

MSO

One

Perf

Pro

Pro

ProgramData

Recovery

Name	Date modified	Type	Size
Admin	10/25/2016 11:20 ...	File folder	
Everything else	9/30/2016 2:04 PM	File folder	
Holding	10/25/2016 11:20 ...	File folder	
Holding 7-16	10/25/2016 11:19 ...	File folder	
Office 365 Team	10/25/2016 11:19 ...	File folder	
.849C9593-D756-4E56-8D6E-42412F2A707B	10/25/2016 9:15 A...	849C9593-D756-4...	0 KB
File with illegal# name.xlsx	10/17/2016 9:54 A...	Microsoft Excel W...	20 KB
Full Inventory 16-10-03.xlsx	10/25/2016 11:57 ...	Microsoft Excel W...	4,888 KB
Jon @ OneDrive - Montgomery County Government	9/22/2016 10:58 A...	Internet Shortcut	1 KB
Office 365 collaboration 10-24-16.xlsx	10/24/2016 4:05 PM	Microsoft Excel W...	28 KB

File with illegal# name.xlsx

Microsoft Excel Worksheet

Title: Add a title

Authors: Add an author

Size: 19.2 KB

Date modified: 10/17/2016 9:54 AM

Tags: Add a tag

Categories: Add a category

Content status: Add text

Content type: Add text

An item couldn't be uploaded.
Click for more info.

date created: 10/25/2016 12:07 PM

File with illegal# name.xlsx

Microsoft Excel Worksheet

Title: Add a title

Authors: Add an author

Size: 19.2 KB

Date modified: 10/17/2016 9:54 AM

Tags: Add a tag

Categories: Add a category

Content status: Add text

Content type: Add text

An item couldn't be uploaded.
Click for more info.

date created: 10/25/2016 12:07 PM

If staff tries to save a file to OneDrive online which has an illegal character in the name the system will error.

Office 365 – Transition Briefing – OneDrive Overview

[57]

Version Control

The screenshot shows a web browser window displaying a OneDrive interface. The address bar shows a URL from mcgov-my.sharepoint.com. The top navigation bar includes icons for Open, Share, Download, Get a link, Delete, Copy to, Move to, and Rename. The main area displays a list of files and folders. A callout box points to the file 'SharePoint Contacts-Projects.xlsx', and another callout box points to the three-dot menu icon next to it.

Name	Modified	Modified By	File Size	Sharing
All Other				
G3 Briefing Slides				
Gen WIP 1-16				
Gen WIP 12-15				
Notebooks				
Quick Steps Video - Copy	December 16, 2015	Frey, Jon S.		Shared
SharePoint - Base rollout docs	January 21	Frey, Jon S.		Shared
SharePoint Development Projects	January 21	Frey, Jon S.		Shared
WIP 11-12-15	January 21	Frey, Jon S.		Shared
SharePoint Contacts-Projects.xlsx	February 9	Frey, Jon S.	15.94 KB	Shared

The screenshot shows the OneDrive web interface in a browser window. The address bar shows the URL: https://mcgov-my.sharepoint.com/personal/frej_montgomerycountymd_gov/_layouts/15/onedrive.aspx. The browser tabs include 'Mail - Frey, Jon S. - Outlook' and 'Files - OneDrive'. The OneDrive interface has a blue header with the 'OneDrive' logo and a navigation bar with icons for Open, Share, Download, Get a link, Delete, Copy to, Move to, and Rename. Below the navigation bar is a table of files.

✓	Name	↑	Modified	Modified By	File Size	Sharing
✓	All Other	...	September 4, 2015	Frey, Jon S.		Shared
✓	G3 Breifing Slides	...	Yesterday at 12:32 PM	Frey, Jon S.		Shared
✓	Gen WIP 1-16	...	January 21	Frey, Jon S.		Shared
✓	Gen WIP 12-15	...	January 21	Frey, Jon S.		Shared
✓	Notebooks	...	December 30, 2015	Frey, Jon S.		Shared
✓	Quick Steps Video - Copy	...	December 16, 2015	Frey, Jon S.		Shared
✓	SharePoint - Base rollout docs	...	January 21	Frey, Jon S.		Shared
✓	SharePoint Development Projects	...	January 21	Frey, Jon S.		Shared
✓	WIP 11-12-15	...	January 21	Frey, Jon S.		Shared
✓	SharePoint C...	...	February 9	Frey, Jon S.	15.94 KB	

The file 'SharePoint C...' is selected, and its context menu is open. The menu options are: Download, Open in Excel Online, Open In Excel, Share, Get a link, Rename, Delete, Copy to, Move to, Details, and Version History. A callout box with the text 'Next they would select Version History' points to the 'Version History' option.

The version history is displayed

Each entry has the version number, date/time modified and author

No.	Modified	Modified By	Size	Comments
20.0	2/9/2016 4:19 AM	Frey, Jon S.	15.9 KB	
19.0	2/9/2016 4:04 AM	Frey, Jon S.	15.9 KB	
18.0	2/2/2016 10:49 AM	Frey, Jon S.	16 KB	
17.0	1/14/2016 6:43 AM	Frey, Jon S.	16 KB	
16.0	1/14/2016 6:30 AM	Frey, Jon S.	16 KB	
15.0	1/14/2016 6:19 AM	Frey, Jon S.	16 KB	
14.0	1/8/2016 8:41 AM	Frey, Jon S.	15.6 KB	
13.0	1/8/2016 7:18 AM	Frey, Jon S.	15.7 KB	
12.0	12/16/2015 8:56 AM	Frey, Jon S.	15.7 KB	
11.0	12/16/2015 8:40 AM	Frey, Jon S.	15.4 KB	
10.0	12/10/2015 9:39 AM	Frey, Jon S.	15.5 KB	
9.0	11/17/2015 5:46 AM	Frey, Jon S.	15.1 KB	

File Edit View Favorites Tools Help

about Wel Depa Agen Team Home Offi Coun MC31 Web Offi Lynd SCCM Mont CNN Brea Brea Trum If T Offi

Office 365 OneDrive

Search Open Share Download Get a link Delete Copy to Move to Rename

Frey, Jon S.

Files

Recent Shared with me Recycle bin

Groups

Get the OneDrive apps

Return to classic OneDrive

Files

All Other

G3 Briefing Slides

Gen WIP 1-16

Gen WIP 12-15

Notebooks

Quick Steps Video - Copy

SharePoint - Base rollout d

SharePoint Development Pr

WIP 11-12-15

SharePoint Contacts-Project

Version History

Delete All Versions

No.	Modified
20.0	
19.0	
18.0	
17.0	1/14/2016 6:43 AM
16.0	1/14/2016 6:30 AM
15.0	1/14/2016 6:19 AM
14.0	1/8/2016 8:01 AM
13.0	1/8/2016 7:18 AM
12.0	12/16/2015 8:56 AM
11.0	12/16/2015 8:40 AM
10.0	12/10/2015 9:39 AM
6.0	10/29/2015 10:54 AM
5.0	10/26/2015 8:25 AM
4.0	10/26/2015 6:44 AM

View

Restore

Modified By

Size

Frey, Jon S. 15.9 KB

Frey, Jon S. 15.9 KB

Frey, Jon S. 16 KB

Frey, Jon S. 16 KB

Frey, Jon S. 16 KB

Frey, Jon S. 15.6 KB

Frey, Jon S. 15.7 KB

Frey, Jon S. 15.7 KB

Frey, Jon S. 15.4 KB

Frey, Jon S. 15.5 KB

Frey, Jon S. 15.1 KB

Frey, Jon S. 15 KB

Frey, Jon S. 15 KB

Frey, Jon S. 14.9 KB

Frey, Jon S. 14.8 KB

Frey, Jon S. 14.8 KB

In this case View is chosen

When staff hovers their mouse over a version they get a small menu where the can View the version or Restore this copy to be the current version

Comparing Versions

Office 365

SharePoint

BROWSE

FILES

LIBRARY

S

G3 Transition

DTS Home

EDIT LINKS

Documents

Communications

Home

Batch Management

Reference

Notebook

Recent

Archives

Other Docs

Recycle Bin

EDIT LINKS

New

Upload

Sync

Share

More

All Documents


Find a file

	Name	Modified	Modified By
	DTS Staff announcement	April 20	Klinger, Dieter
	G3 Engagement Status	Wednesday at 1:52 PM	Frey, Jon S.
	G3 Transition Plan (3-17-16)	April 25	Frey, Jon S.
	Office 365 G3 Transition Update 1 (6-3-16)	Yesterday at 4:08 PM	Klinger, Dieter

Drag files here to upload


Office 365 – Transition Briefing – Comparing Versions

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 Word Online

G3 Transition

Office 365 G3 Transition Update 1 (6-3-16)

Edit Document ▾  P

Office 365

Office 365 G3 transition

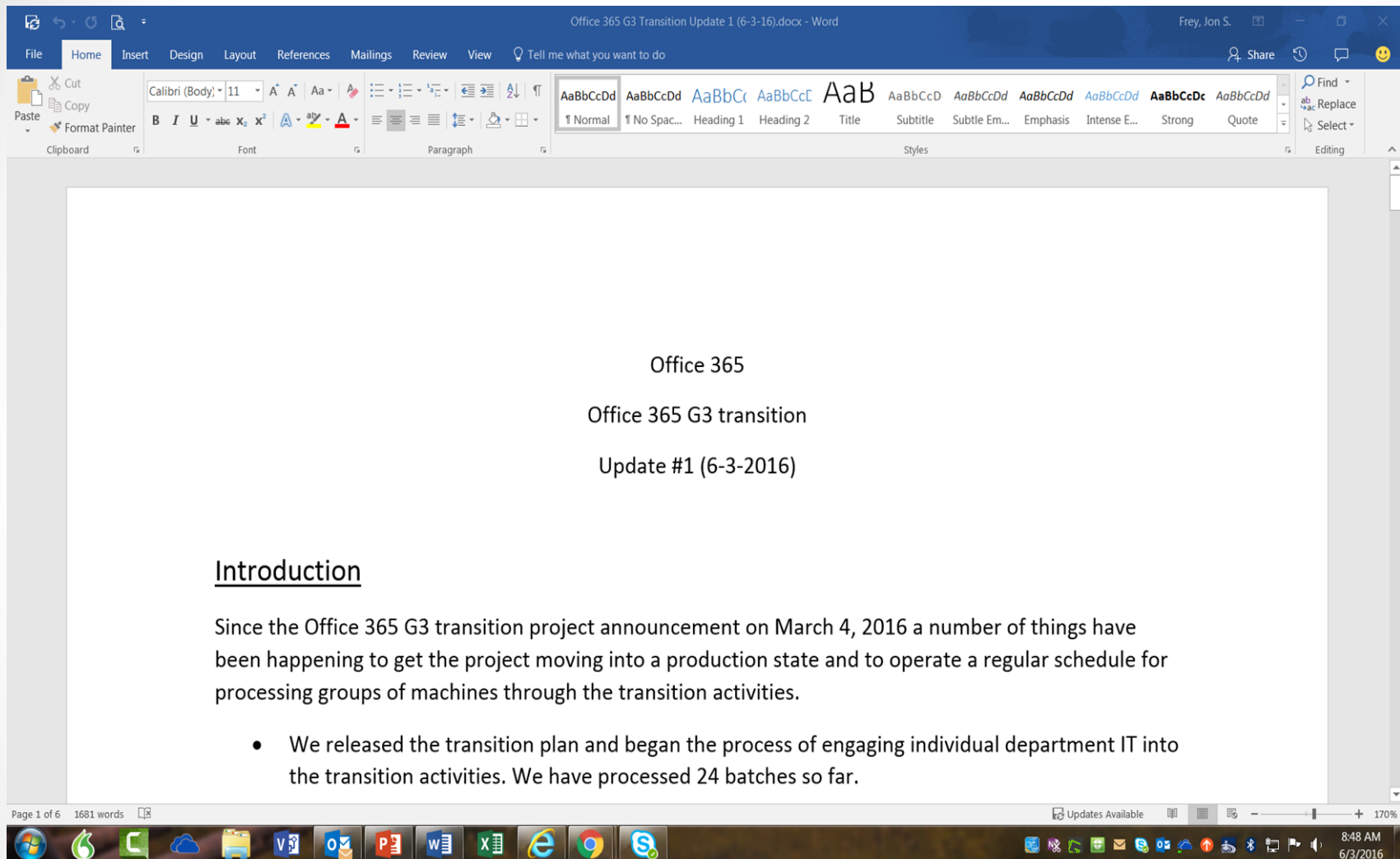
Update #1 (6-3-2016)

Introduction

Since the Office 365 G3 transition project announcement on March 4, 2016 a number of things have been happening to get the project moving into a production state and to operate a regular schedule for processing groups of machines through the transition activities.

- We released the transition plan and began the process of engaging individual department IT into the transition activities. We have processed 24 batches so far.
- We gained an understanding of key factors we need to work on to ensure the transitions take place, primarily:
 - Machine must be available (i.e. laptops need to be docked)
 - Machine must be ON
 - Machine MUST NOT be sleeping
- We have developed support documents and instructions for those staff that experience small transition confusion (such as requesting validation). And a process for addressing larger remediation's (should a script fail part way through)
- We have completed roughly 25% of what we set out to do.

PAGE 1 OF 6



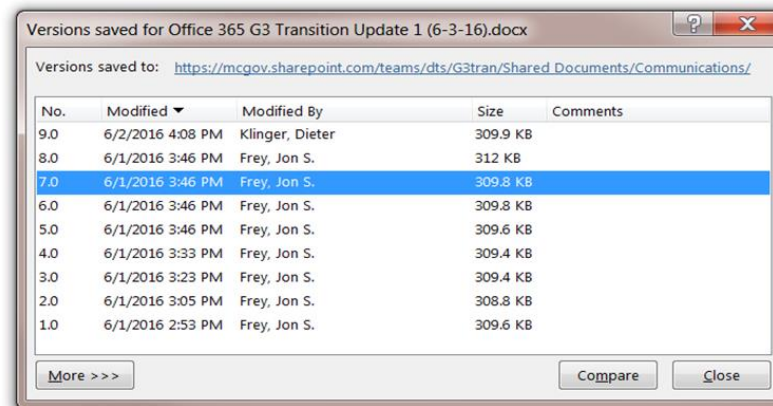
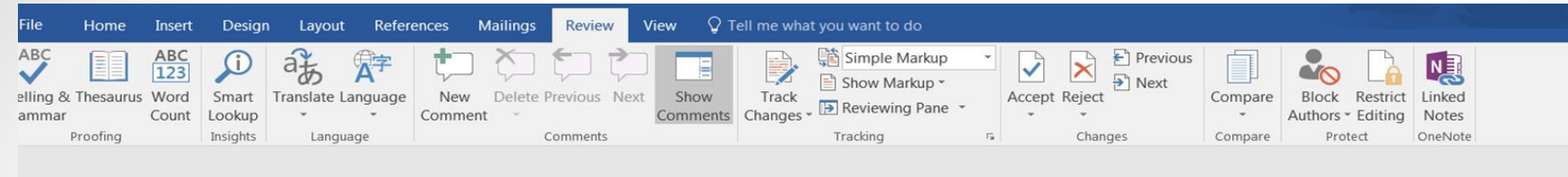
The image shows the Microsoft Word ribbon with the 'Review' tab selected. A callout box labeled 'Review Tab' points to the 'Compare' button in the 'Changes' group. Another callout box labeled 'Compare' points to the 'Compare' button in the 'Review' tab. The 'Compare' button is located in the 'Changes' group, which also includes 'Block', 'Restrict', and 'Linked' buttons. The 'Compare' button is highlighted with a mouse cursor. The 'Compare' button is located in the 'Changes' group, which also includes 'Block', 'Restrict', and 'Linked' buttons. The 'Compare' button is highlighted with a mouse cursor.

Office 365
Office 365 G3 transition
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FileHomeInsertDesignLayoutReferencesMailingsReviewViewTell me what you want to do

ABC Spelling & Thesaurus Grammar

ABC 123 Word Count

Smart Lookup

Translate Language

New Comment

Delete Previous

Next

Show Comments

Track Changes

Simple Markup

Show Markup

Reviewing Pane

Accept

Reject

Previous

Next

Compare

Block Authors

Restrict Editing

Linked Notes

OneNote

Compare Result 1 - Word

Frey, Jon S.

Share

Revisions

40 revisions

Insertions: 19

Deletions: 18

Moves: 0

Formatting: 3

Comments: 0

Changes since 7.0 Inserted activities.

Changes since 7.0 Deleted process..

Changes since 7.0 Formatted Normal

Changes since 7.0 Deleted We have been performing Cross Sectional testing with a number of departments and from it are able to increase the rate that groups move based on no issues with that particular configuration (i.e. Office 2007).

Changes since 7.0 Inserted

Changes since 7.0 Formatted Font: 14 pt. Underline

Compared Document

We released the transition plan and began the process of engaging individual department IT into the transition activities. We have processed 24 batches so far.

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 - Machine must be available (i.e. laptops need to be docked)
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- We have developed support documents and instructions for those staff that experience small transition confusion (such as requesting validation). And a process for addressing larger remediation's (should a script fail part way through)
- We have completed roughly 25% of what we set out to do.
- We are processing two batches a week with hundreds of machines in each batch. We have transitioned thousands of machines and experienced few failures and little surge to the help desk.
- The web site and transition briefings are easing the staff movement to the Office 365 G3 environment and the counts of Office 2003 identified elements is reducing.

Even though we have reduced the risk from 3,200 instances or traces of Office 2003 to 2,500 there is still quite a way to go!

But we need to pick up the pace!

Don't wait to transition shared machines

With recent communications regarding the risk related to Office 2003 and the 1 September date for action related to it, we need to redouble our efforts to move those machines as early as possible in the cycle. We've also noticed that there are many cases of Office 2003 on shared machines. The shared machines need to be transition so their

Original Document (Office 365 G3 Transition Update 1 (6-3-16).docx, version 7.0: 6/1/2016)

engaging individual department IT into the transition activities. We have processed 24 batches so far.

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Revised Document (Office 365 G3 Transition Update 1 (6-3-16).docx)

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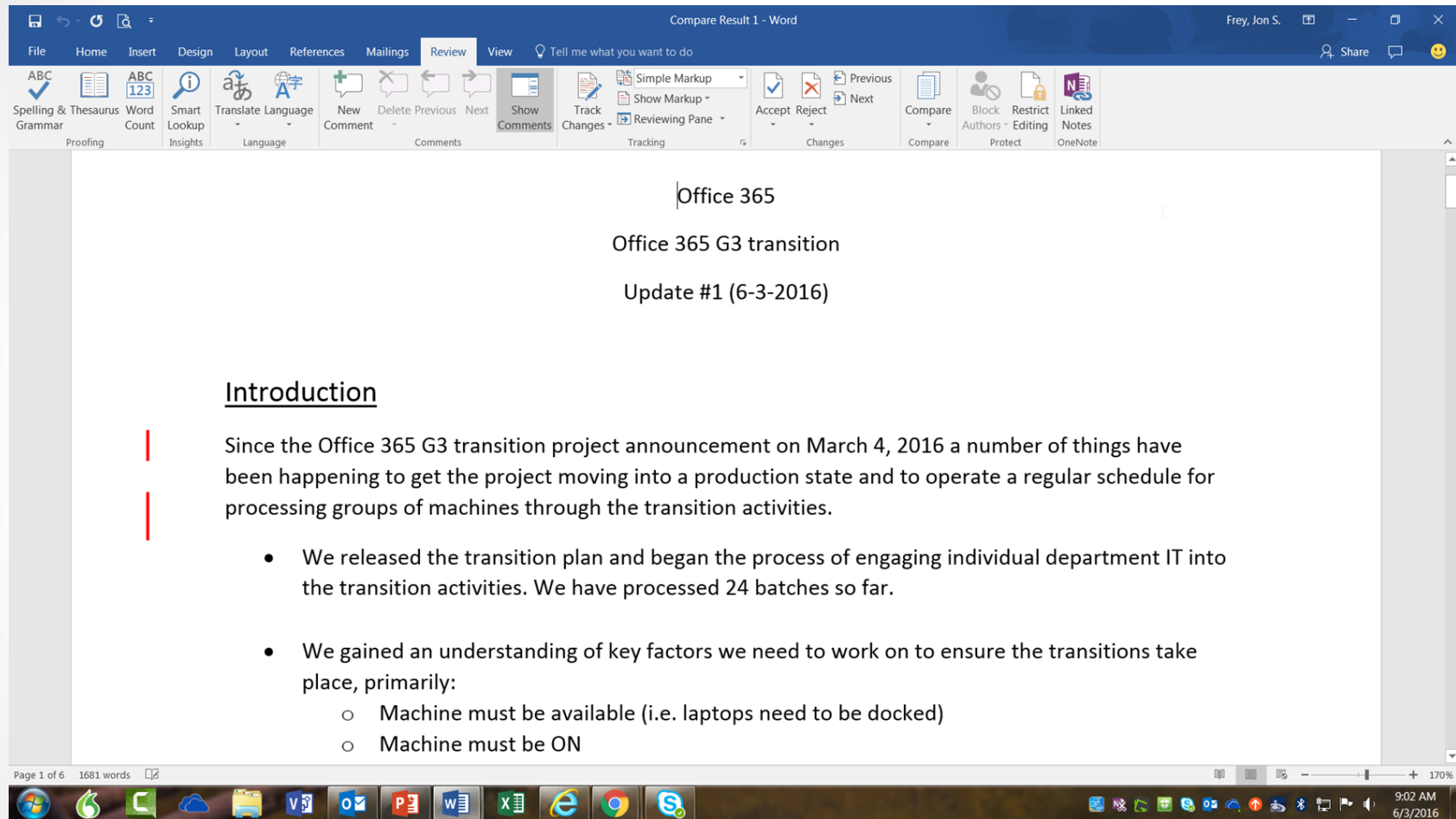
1681 words

Windows Taskbar

8:58 AM 6/3/2016

Office 365 – Transition Briefing – Comparing Versions

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Data Recycling Process

When files / emails are deleted they are placed into the recycle bin in Office 365.

The first stop is the phase 1 recycle bin which the user can access and remove them from. The file / emails reside in that recycle bin for 30 days

After the first 30 days recycled files are moved into the phase 2 recycle bin where they will reside for 62 more days. During that timeframe the files / emails are still retrievable but only by DTS IT staff.

After the full 92 day recycle period the files become unavailable forever as the space in which they were stored is erased and over written with other data

